

Manuel d'école
École Senator Riley Middle School
Student Handbook



338 – 1st Avenue S.E.

High River, Alberta

T1V 1H6

Phone: (403) 652-2346

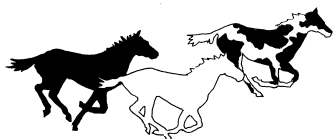
Fax: (403) 652-3560

www.foothillsschooldivision.ca/senatorriley

Principal/Directrice: Ms. Kelli Graham

Vice-Principal/Directeur adjointe: Mr. Griffin Ellis

Welcome to/Bienvenue à l'École Senator Riley Middle School:



“A Community of Learners Working Together to Achieve Success”

“Une communauté d'apprenants qui travaille ensemble pour réussir .”

TABLE OF CONTENTS	
Staff List	2
Bell Schedule	3
School Map	4
Senator Riley Code of Conduct	5-7
Cell Phone Policy/ Chromebook Responsible User Agreement	9
General Information	10/11
Academics and Course Requirements	12
Student Expectations	13
Student Safety and Well-Being	14
Parent Information	15
Learning List Criteria	16

2024-2025 Staff List

Administration: Mr. James Holladay Principal

Mr. Griffin Ellis Vice Principal

Teaching Staff

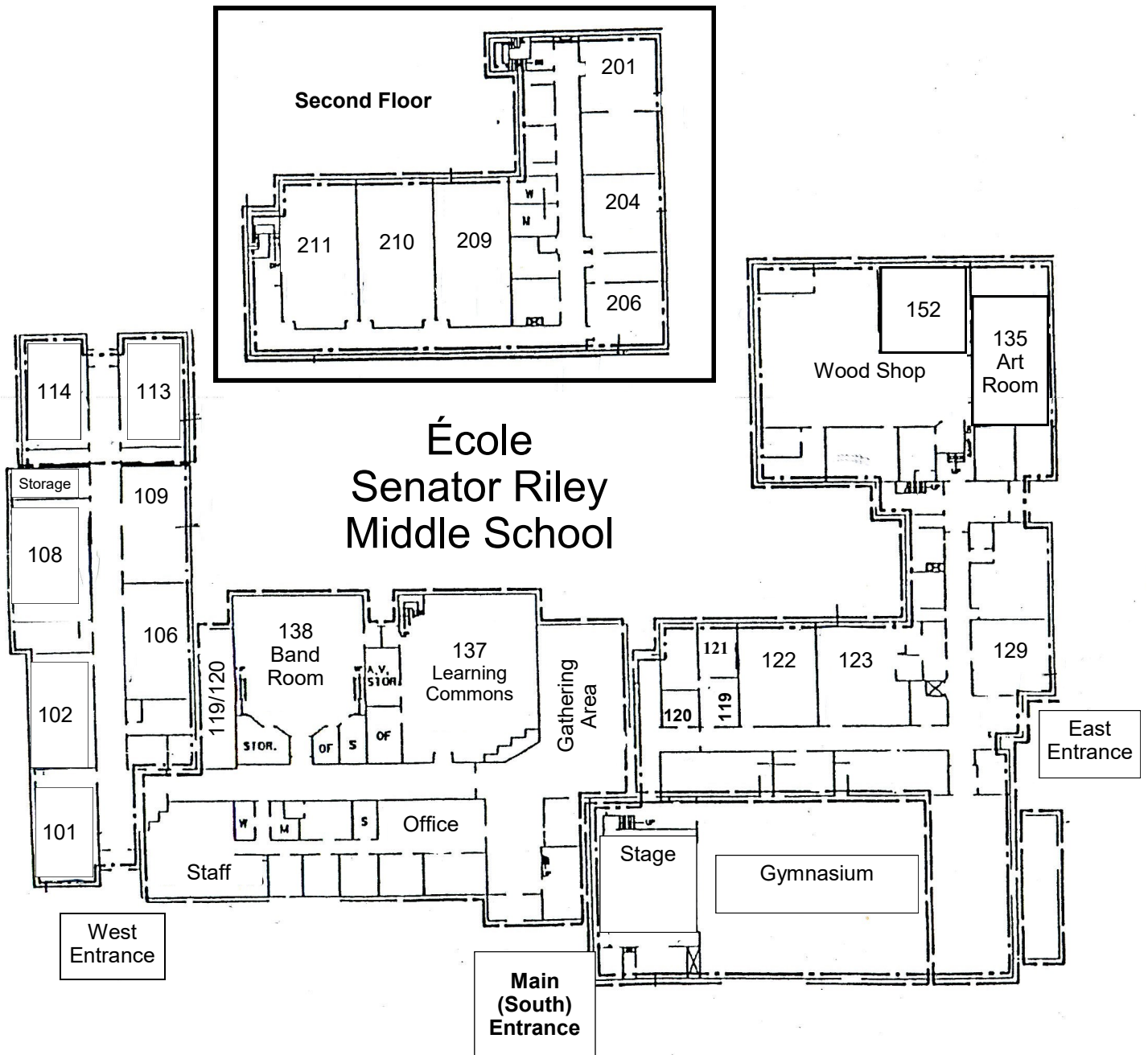
Mr. Moumouni Ali
Mrs. Kelsey Baile
Ms. Andrea Blake
Mme. Breanne Granson
Mr. Kevan Hayes
Mr. Drew Hoover
Ms. Kendal Mcdougal
Ms. Jessie McCauley
Mr. Josh Morales
Mr. Randy Morrow
Mrs. Cassie Nabozniak
Mrs. Shelly Read (Casa Teacher)
Mr. Paul Stelter
Mr. Matt van Nostrand
Ms. Kelsey Vollrath
Mrs. Lorianne Wigen

Support Staff

Mr. Matt van Nostrand Learning Coach
Ms. Pam Barlow FSLC
Mrs. Randi Campbell Casa Counsellor
Ms. Sue Henderson Office Administrator
Mrs. Kathy Holm Secretary
Mrs. Jen Murray Learning Commons Facilitator
Mrs. Yimika Ajayi-Dopemu EA - Casa
Mrs. Brenda Gavin-Nagy EA
Mrs. Wendy Harkness EA
Mrs. Dianne McMillian EA
Mrs. Pam Milligan EA
Mrs. Destinee Oliveira EA
Mrs. Amanda Poland EA
Mrs. Teri Woolcott EA

École Senator Riley School Schedule of Bell Times 2024/2025

Monday-Thursday		Friday	
Homeroom	8:40-8:50	Homeroom	8:40-8:50
Period 1	8:50-9:40	Period 1	8:50-9:25
Period 2	9:40-10:30	Period 2	9:25-10:00
Break	10:30-10:45	Period 3	10:00-10:35
Period 3	10:45-11:35	Break	10:35-10:50
Period 4	11:35-12:25	Period 4	10:50-11:25
Activity Time	12:25-12:55	Period 5	11:25-12:00
Eating Time	12:55-1:10	Period 6	12:00-12:35
COLT Time	1:10-1:40	Activity Time	12:35-1:05
Period 5	1:40-2:30	Eating Time	1:05-1:25
Period 6	2:30-3:20	COLT Options	1:25-3:20



101	Mr. Hoover 6H	114	Mrs. Wigans 6W	138	Mr. Stelter - Band
102	Mr. Ellis 7E	121	Ms. Barlow FSLC	152	Mr. Morrow 7M
106	Mme. Granson 7/8F	122	Mr. van Nostrand	209	Mr. Morales 8M
108	Ms. Blake 6A	129	Student Support Room	210	Mr. Hayes 8H
109	Mr. Ali 6F	135	Ms. Nabozniak 8N	211	Mrs. Macdougall
113	Miss. McCauley 6M	137	Mrs. Murray - Learning Commons		

École Senator Riley Middle School

STUDENT CODE OF CONDUCT

École Senator Riley Middle School has a responsibility to ensure that students and staff are provided with welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging and promote student wellbeing.

École Senator Riley Middle School works with families and community partners to provide safe, caring, respectful and welcoming, inclusive and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world.

École Senator Riley Middle School is committed to promoting a safe learning and working environment. All those involved with the school including staff, students, parents, volunteers, and community members must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. Investigation of allegations of such behaviours will be conducted in a timely and respectful manner.

This Student Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.

Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful and safe places focused on their individual success. It will be reviewed annually and publicly available on the school's website. It aligns with the Alberta Human Rights Act to address the prohibited grounds of discrimination.

The Student Code of Conduct establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. Behaviour may include use of electronic means (e.g. social media). Consequences of unacceptable behaviour will take into account the student's age, maturity and/or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the student code of conduct is to help students learn how to address issues of dispute, develop empathy and become good citizens both within and outside of the school community.

Students

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their school community and accept responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. While school staff is not able to control what students do outside of school, when the behaviour has a detrimental impact on the school environment, there may be consequences or interventions for inappropriate behaviour.

In accordance with the *School Act*, students are expected to conduct themselves in accordance with the School Student Code of Conduct developed by school leadership, staff, students and community.

Acceptable behaviour for students includes (but is not limited to):

- Refraining from, reporting and discouraging bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Informing a trusted adult in a timely manner about incidents of bullying, harassment, intimidation or other safety concerns in the school
- Demonstrating behaviours that positively contribute to and honour the school and community
- Following school expectations on any school-based activity or event outside of school and/or school hours including on school transportation

Consequences must take into account the student's age, maturity, and individual circumstances rather than a "zero tolerance" approach to behaviour with a "one size fits all" approach to consequences. The specific circumstances of the situation and of the student must be taken into account when determining appropriate consequences; for example, consideration of needs including physical, behavioural, communicational, cognitive, mental health, trauma, as well as student's age, history, past interventions trialed, and accommodations/supports must be considered.

Unacceptable behaviour includes (but is not limited to):

- Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions
- Acts of bullying, harassment, or intimidation/discrimination
- Acts of violence, physical aggression or threatening behavior
- Retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others
- Illegal activity such as: possession or use of weapons; possession or use of alcohol, drugs or other forms of intoxicants on school property or at any other school related function (i.e. grad, field trips)

École Senator Riley Middle School uses a Progressive Discipline Continuum including such evidence-based practices as mentoring, restorative processes, student advisories, peer support networks, regular check-ins with teachers or schools counsellors, counselling, time-out, suspension and/or expulsion. Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.

Regarding consequences or use of physical intervention:

- The use of corporal punishment is prohibited
- Use of restraint/holds shall only be used if a student is a danger to themselves or others. Depending on assignment, each school should ensure some staff members are trained in Non-Violent Crisis Intervention (NVC)
- Violence Threat Risk Assessment training will be provided to school administrators, Family School Liaison Counsellors and other staff as required.

Staff

Under the leadership of the Principal, staff is responsible for:

- Establishing a positive school climate in which structure, support and encouragement are provided to assist the student in understanding the importance of education, developing a sense of self-discipline, and encompassing civil responsibility to the school and community
- Encouraging and reinforcing appropriate behaviour thus increasing social emotional competencies including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
- Using proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are welcoming, caring, respectful and safe and conducive to teaching and learning
- Responding to unacceptable behaviour, giving first consideration to the safety and security of students, staff, and other members of the school community when addressing a concern
- Ensuring students are provided with a safe environment with trusted adults who foster positive relationships

Student conduct is a joint effort between students, staff, and parents based on mutual respect. On-going and timely communication will occur between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

Parents

Parents are partners in respect to their child's education. They have a responsibility to take an active role in their child's educational success and will support their child in complying with their responsibilities as students. Parent conduct should contribute to a welcoming, caring, respectful and safe learning environment.

École Senator Riley Middle School believes that the role of the parent with respect to education includes:

- Encouraging, fostering and advancing collaborative, positive and respectful relationships with teachers, principals other school staff and professionals providing supports and services in the school
- Ensuring that the child attends regularly and is punctual
- Being aware of, and support, the behavioral expectations from the School Code of Conduct
- Communicating and collaborating with school staff about any concerns regarding Student Code of Conduct

Cell Phone Policy

Senator Riley will have a 'no cell phone' policy for students. Research is clear that cell phones distract from learning and create other issues we constantly deal with at the school level (gaming, inappropriate uses, bullying, stolen etc.)

How this will look: Cell phones and smart devices must be kept in lockers or not brought to school at all. If you look at our new Bell Schedule (page 3), you will notice a 15 minute break in the morning and a 30 min activity time. Those are the only times students can access their lockers, and at that time they can check their phones.

If you need to get a hold of your child please know they only get to look at their phones at break or activity time. Any other time of the day please contact the office.

We will go over this with students on the first day. But please have this conversation with your child prior to school. Keeping phones in pockets or back packs is not allowed. Only in their locker or at home. Thank you for your understanding in this as the impact to learning and distractions will be greatly influenced.

For those students who cannot abide by the rules, their handheld devices will be taken from them for the period, the day, or possibly longer depending on the seriousness of the situation or the continued misuse of the device.

Chromebook Responsible User Agreement

As a student at Ecole Senator Riley School, there are certain responsibilities you need to take when using school technology. Below is a list of these responsibilities that we are requiring you to uphold when using school devices. If you are not able to meet these responsibilities or break a rule listed, you will lose the ability to be on a device for a determined amount of time and may be required to pay for damages.

Expectations of Chromebook use:

You will check your computer as you check it out to make sure it is in working condition, including checking for any damages and if found report them to the teacher right away.

Your Chromebook will be closed at all times as you are walking with it in the hall/in class.

If you need to leave the class and your computer is damaged while you are away, it is your responsibility. To minimize this risk, we are asking you to leave your Chromebook on the teacher's desk if you are out of the class.

Before it is returned, do one more check to ensure there is no damage/issues with the device you have taken out.

If you see someone misusing a device, your own or someone else's, you need to report it to your teacher.

General School Information and Procedures

COMMUNICATION

Google Classroom provides regular updates of course projects and assignments. Teachers update Edsembl marks monthly and the COLT Newsletter provides information on activities important information.

DAILY SCHEDULE

Bell times are listed on page 3. Office hours are 8:00 to 4:00 Monday to Friday.

EMERGENCY CLOSURES

Announcements regarding school closures or buses that have been canceled will be made on these radio stations: **AM 1140-CHRB, 1060-CFCN, 1010-CBC, 960-CFAC, 770-CHQR, 660-CFR, 105-CKRY and 100.9 FM.**

Should a circumstance arise whereby students must be dismissed early or remain late, due to inclement weather or any unforeseen occurrence, parents will be contacted through School Messenger, our automated call out/email system. If a parent cannot be contacted, the school will then contact the "emergency contact person" as stated on the student registration form.

FEES

Fees are invoiced at the start of the school year. Payment is due by October 31. Payment plans may be arranged through contact with our Office Administrator. Specific fees are charged for some programs, such as the Band Program. For more information or a copy of the fee schedule, please contact the office.

LEARNING COMMONS

Our learning commons is a place for students to spend time reading, doing research or studying. Books are on loan for a period of 10 school days. There are no fines for overdue books but students may lose this privilege for abuse of the overdue deadlines. Students are expected to pay for any damaged or lost items. Proper student conduct is expected in our learning commons.

LOCKERS (if using)

All students are provided with hall lockers. It is their responsibility to keep combinations confidential, keep lockers neat and organized and ensure they remain locked. Only **school-issued locks** are to be used. Students may use magnets as fasteners on lockers. Decorations must be appropriate. Students are expected to keep the hallway area near their lockers tidy.

LOST AND FOUND

It is important for students to label all belongings. All found items will be placed in the Lost & Found. Unclaimed items will be donated or disposed of periodically and at year end.

LUNCH BREAK

Students eat lunch with their homeroom class. Students who reside close to the school may have their parents sign a lunch permission form allowing them to go to their own home. The privilege of leaving for lunch may be revoked if abused.

SCHOOL SUPPLIES

Students are responsible for bringing their own consumable supplies. A list of necessary items is available on the school website .

Students are expected to have all necessary supplies and equipment including pencils, pens, notebooks and texts at the beginning of each class, including complimentary classes.

FOOTWEAR

In poor weather, students are asked to change outdoor footwear to indoor shoes.

L'information et procédures générales d'école

COMMUNICATION

Les mises à jour régulières des projets, des tâches et des activités de cours sont disponibles sur la [page d'ESRMS](#).

L'HORAIRE QUOTIDIEN

Les heures de la cloche sont à la page 3. Les heures du bureau sont de 8h00 à 4h00 lundi à vendredi.

LES FERMATURES D'URGENCE

Les annonces concernant les fermetures ou les autobus d'école qui ont été décommandés seront faites sur ces stations de radio : **AM 1140-CHRB, 1060-CFCN, 1010-CBC, 960-CFAC, 770-CHQR, 660-CFR, 105-CKRY et 100.9 FM.**

Nous contacterons les parents par "School Messenger", notre système automatisé, si les élèves seront écartées tôt ou doivent restés tard. Si nous ne pouvons pas contacter les parents, nous contacterons "la personne de contact en cas d'urgence" indiqué sur la fiche d'élève.

LES FACTURES

Une facture est envoyée par la poste au début de l'année. Le paiement est à remettre le 31 octobre. Les plans de paiement seront acceptés. Veuillez contacter l'administratrice du bureau si vous voulez discuter les factures de votre enfant.

Il y a des factures spécifiques pour quelques programmes (des sports récréationnels, orchestra, etc.). Pour plus d'information ou pour avoir une copie du programme des fractures, prenez contact avec le bureau .

LA BIBLIOTHÈQUE

Notre bibliothèque est un endroit tranquille pour les étudiants qui souhaitent lire, rechercher ou étudier. Les élèves peuvent emprunter les livres pour 10 jours. Il n'y a pas d'amende pour les livres en retard, mais les étudiants peuvent perdre des privilèges de bibliothèque pour l'abus des dates-limites. Les élèves paieront pour tous les articles endommagés ou perdus. La conduite appropriée d'étudiant est exigée à la bibliothèque ou des privilèges de bibliothèque peuvent être retirés.

LES CASIERS (Si possible)

Chaque étudiant est équipé avec un casier. C'est sa responsabilité de garder sa combinaison confidentielle, est de garder son casier organisé et verrouillé. Seulement des serrures de l'école peuvent être utilisés. Les élèves peuvent utiliser des aimants comme attaches sur les casiers. Les décorations doivent être appropriées.

C'est la responsabilité des élèves de maintenir l'organisation dans les corridors. Nous allons vérifier

l'organisation des casiers.

OBJETS TROUVÉ

Il faut étiqueter les affaires. Tous les articles qui sont retrouvés seront garder par l'école. Des articles non-réclamés seront donnés à une charité à la fin de l'année.

LE MIDI

Les élèves mangeront avec leur classe. La bibliothèque est ouverte chaque jour pour la récréation. Les élèves qui habitent près de l'école peuvent obtenir un formulaire qui, une fois signé par un parent, donne la permission de manger chez eux. Cette privilège peut être retiré si elle est abusée.

LES FOURNITURES SCOLAIRES

Les élèves sont responsables d'apporter leurs propres fournitures. Une liste de fournitures scolaires sera affiché sur le site Web de l'école.

C'est une attente que tous les élèves auront tous les fournitures nécessaires (les stylos, le papier, les manuels, etc.) au début de chaque cours.

SOULIERS

Quand il pleut ou quand il neige, nous demandons que les élèves enlèvent les souliers d'extérieurs et mettre les souliers d'intérieurs.

Academic and Course Requirements

CURRICULUM

Programming at ESRMS consists of the following course requirements:

1. Language Arts (English and Français)
2. Mathematics/Mathématiques
3. Social Studies/Études sociales
4. Science/Sciences
5. Physical Education & Health/Éducation physiques & la santé
6. French (at Grade 6)
7. Complementary Courses, i.e.: Art, Band, Drama, Foods, Fashion, Woods

HOMEWORK: RECOMMENDED GUIDELINES

Students who will be away and wish to get school work to take with them should talk to their teachers in advance and make arrangements to receive their assignments.

Parents are encouraged to examine notes and assignments on a regular basis and to ensure that homework is completed.

Assignments missed because of absence are due upon return or at time specified by the teacher. Each student is responsible for finding out what assignments are due and for meeting deadlines provided by the teacher.

STUDENT PLACEMENT AND PROMOTION

Our purpose is to place each student in the grade and classroom where they may experience educational success. The responsibility for proper placement of each student rests with the teachers and school administration in consultation with parents. If parents have concerns regarding placement, they should contact the principal.

EVALUATION & REPORTING

The school year is divided into 2 reporting periods. At the end of each period, a learner profile is issued to parents and students with parent/teacher interviews to follow (see website for the dates and times).

A student who is absent for any reason when evaluations are given is responsible for seeing the teacher prior to the absence if possible, or upon return to school. The teacher will arrange for the student to complete the evaluation, provide an alternate evaluation, or calculate the student's mark on the basis of the other earned grades.

FIELD TRIPS

Students will be allowed to attend field trips only upon returning a permission/release of liability form signed by parent/guardian.

Behaviour on field trips

On all trips, students are expected to behave safely

and respectfully while exhibiting school pride. Students misbehaving during a field trip may be removed from the trip/picked up by parents, serve detentions, lose privileges and/or be excluded from further field trips. All school rules apply to field trips.

PHYSICAL EDUCATION - Gym Strip

All students are required to change for Physical Education into the school-issued gym strip. T-shirts and shorts are available at cost price in school colors. Students may wear their own sweatpants or leggings over top of school-issued shorts for inclement weather.

ACTIVITIES/SPORTS/CLUBS

Our students are encouraged to participate in school clubs, sporting events and social activities. These provide opportunities to make new friends with similar interests, develop school spirit and socialize in a safe environment.

Extra-curricular activities will be based on student interest and availability of adequate supervisors. Additional fees may also apply to some activities.

TEXTBOOKS

Textbooks will be used only by the student to whom they are issued and not transferred to another student.

Students must return textbooks when requested or at the time of withdrawal if the student leaves before the end of the year.

If a book is damaged in excess of reasonable wear or if it is lost, the student must pay a sufficient amount to cover damage or loss.

Student Expectations

ATTENDANCE PROCEDURES

Parents are asked to please notify the school of any absences by leaving a message on the **student absence line or by emailing srmattendance@fsd38.ab.ca**. If a student is absent and a call has not been received, our automated system will call and email parent contacts requesting that you confirm the absence. **Please assist us in ensuring the SAFETY of your child by reporting ALL absences.**

LATES

Students are expected to be at school and in class on time. Students must check in at the office if they are arriving late.

TRUANCY (Skipping School)

If a student is inexcusably absent from one or more classes (or days) due to truancy, the following procedures will be followed:

1. On a **first offense**, the parents will be notified and appropriate consequences will be determined.
2. A **second offense** will result in a student/parent/administrator conference being held to determine appropriate consequences.
3. Students who are continually late or who miss several days will be reported to the Attendance Officer.

BICYCLES, SKATEBOARDS, SCOOTERS, and e-SCOOTERS ETC

All students arriving at school on their bikes or scooters must park and **lock their unit in the appropriate rack**. The school does not accept responsibility for lost or stolen items. Bikes, skateboards, scooters, etc. are not to be ridden on campus during the day; they are for transportation to and from home and school. Students should always wear helmets when riding.

PERSONAL PROPERTY

The care of personal property is each student's responsibility. **The school does not assume responsibility for missing items. All valuables should be left at home.** If they must come to school, they should be left in a locked locker when unattended. Money should not be left in pockets in locker rooms or classrooms, but

rather in a LOCKED locker.

SCHOOL PROPERTY

Students are to respect the school, the equipment and the grounds. Those who intentionally damage school property will be expected to cover costs of repair or replacement. If through carelessness or accident, damage should occur, students are asked to report the incident to a staff member. Those responsible may be charged for repair or replacement.

SMOKING, VAPING, DRUGS AND ALCOHOL

Students are not to use, be in possession of, or under the influence of drugs or alcohol on school property or in the immediate vicinity of the school during the school day, any school events or field trips. Senator Riley is a smoke-free school; smoking, vaping and tobacco products are not allowed in the building **or on the property**. Violations by students may result in immediate suspension. All visitors and adults in the building are requested to honour this as well.

STUDENT APPEARANCE

We are proud of our school, and student dress should reflect this pride. Students wearing clothing that is deemed unacceptable will be required to change clothes before continuing with classes. This includes **but is not limited to**: clothing containing profanity, inappropriate messages or symbolism, belly shirts, "short" shorts and skirts. Students are encouraged to remember the 6 B's: No **bellies**, **bra straps**, **boxers**, **bottoms**, **breasts**, or lower **backs**.

Hat Policy (written by student council):

Students are permitted to wear certain hats: ball caps, tuque/beanie and appropriate holiday hats

Students are not permitted to wear: hoods, distracting/inappropriate or hats that hide the face/eyes

Teachers and Administrators reserve the right to ask students to remove hats at certain times, locations or at their discretion:, for example: in the gym, during options, times of respect like O' Canada, test writing, cultural events or any other activities or times that hats may get in the way or distract from learning

Student Safety and Well-being

COUNSELING

The Family School Liaison Counselor may counsel students and/or act as a liaison to outside agencies who can help students and their families deal with personal difficulties.

FIRE DRILLS

Periodic fire drills will be conducted throughout the school year and will be signaled by a loud continuous ring, upon which students immediately, quietly and in an organized manner follow these drill procedures:

1. Evacuate the building through designated exits.
2. If a blocked exit occurs, evacuate to the next nearest exit.
3. Once outside of the building, go directly to the homeroom muster area on the field.
4. Stand quietly and listen for the roll call given by the teacher.
5. Remain outside until the "all clear" signal is given and attendance has been completed.
6. Should **evacuation** be necessary, we will organize our students at the Full Gospel Church or the Masonic Hall.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (F.O.I.P.)

The Freedom of Information and Protection of Privacy Act (also known as FOIP) aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta.

In a school setting, the personal privacy of students and parents is protected by rules that school must follow in the collection, use, protection and disclosure of personal information.

Alberta schools collect and use personal information for authorized programs and activities that are a normal part of school life. These uses are a vital part of a healthy and functioning school and participation of all students is very important. The FOIP Act will not dramatically change normal school activities; it will not prevent parents from participating in their children's education. It will allow parents and students broader rights of access to information and it will obligate schools to protect privacy.

In order for schools to comply with FOIP legislation, consent forms are required to be completed for each student and held on file. An incomplete consent form will be interpreted to mean that consent is denied. In the event of this occurring, follow-up may be necessary to confirm intent.

BULLYING AND THREATENING BEHAVIOUR (Foothills Administrative Procedure 170)

"The Division is committed to providing a safe working environment for students, employees, parents, volunteers and community members. Schools will intervene effectively to reduce bullying and threatening behaviour by developing and safe and supportive school climate.

GUIDELINES FOR RESPONSES TO THREATS OR BULLYING

1. Students should be advised to tell the perpetrator of the conduct that their conduct is unacceptable and not welcomed. Tell the perpetrator to stop.
2. Students should inform a school staff member if the offending behaviour does not stop or if they take serious

"Threat" and "bullying": are defined in AP 170, which is available on the School Division site at www.fsd38.ab.ca or by contacting Division Office at 652-3001.

offense to behaviour(s) they consider harassing.

3. School staff are committed to helping students deal with problems of harassment including using sanctions under the School's Code of conduct, where necessary.

School staff may advise parents to seek counseling services to assist students who are either frequent recipients or perpetrators of harassment.

HEALTH PROBLEMS AND MEDICATION

Parents must notify the office and homeroom teachers regarding any medical problems or concerns. Foothills School Division Administration Policy 316 requires written parental approval for administration of any medication by its staff members. All medications must be kept locked in the designated storage area. We do not keep Tylenol/Advil, etc. for students and are not able to dispense it from the office.

Communicable conditions (lice, scabies, infectious skin conditions) must be treated according to public health guidelines. A student who contracts such a condition will be excused until such treatment is complete. **Students must be certified safe to return to school by a public health professional or family physician.** For more information please contact High River Public Health office at 652-5450.

LOCK DOWN

Periodic lockdown drills will be conducted throughout the school year. In an interior lockdown situation, all students are kept in classrooms or other designated locations that are away from the danger. Staff members are responsible for accounting for students and ensuring that no one leaves the classroom areas. School personnel will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Exterior lockdown procedures may also be used to ensure the safety of students when and if an incident occurs in the community.

STUDENT SIGN OUT

Students are not allowed to leave the school or grounds during class time without parental permission first being given to the office. Students must **check out at the office** if it is necessary to leave the building for any reason, including at lunch break. Please check in at the office when picking up a student.

STUDENT MESSAGES AND VISITORS

All doors except the front are locked during school hours, and all visitors to the school are required to check in at the office regarding their business in the school. Messages may be left for students on our student message line or at the office in person.

Parent Information

ABSENCES - 403 652- 2346 & Press “1”

Parents should notify the school of any student absences. Our answering system is available 24 hours a day. If a student is absent without parent notification the parent will be contacted by the school to confirm the absence.

BUSING

Transportation Department - 403-652-6547

If a student is required to go home other than by the regular bus, a note or phone call by the parent is required and the driver is to be notified (24 hours in advance if possible) directly by parents.

Students requesting to take an additional passenger with them on the bus require a note from their parent. The bus driver is to be notified 24 hours in advance if possible to assure space availability.

Students missing the bus at the end of the day are to report to the office immediately. The transportation department will be notified immediately and if possible, the bus will return to pick up missed students. If the bus is unable to return, parents will be responsible for transporting their student.

Discipline on the bus and cooperation with the bus driver are essential at all times for safety. Each bus driver handles discipline problems individually, and parent contact should be made; further issues will be referred to the school.

It is important that parents and students know their bus driver's name and phone number as well as the bus route number. Behavior while waiting for and after disembarking the bus is also expected to follow school rules.

PARENT/STUDENT/TEACHER CONFERENCES

Parents are strongly encouraged to take every opportunity to communicate with the staff about their student's progress, including attending conference and interviews with their child. Dates and times for parent/teacher conferences will be published in the newsletter and on our school website. If you have a concern/question for one of your student's teachers, please call the school and arrange a mutually acceptable time to talk.

Communication is essential for your student's success.

PARENT VOLUNTEERS

We encourage family and community members to become involved with our school and its activities. Please note that Foothills School Division policy requires all volunteers to complete a confidentiality form and a criminal records check prior to assisting in schools. See the office for a volunteer package. Additionally, all visitors are asked to check in at the office to receive a visitor tag.

SCHOOL COUNCIL

In keeping with Alberta legislation, École Senator Riley Middle School Council meets regularly to give advice to the school staff and provide a connection to the parents and community for information and communication. This group meets once a month.

TRAFFIC SAFETY

The area in front of the school is a bus lane between 8:00-9:00 AM and 2:00-4:00 PM. Parents are requested to pick up children at the **east** end of the school in front of the gym in our angle parking area. For morning drop off, please use our stop, drop and roll area.

Please be advised that **RCMP patrol periodically at peak drop-off and pick-up times to ensure safe procedures are followed.**