

# École Routhier School

## Student Handbook



**2023-2024**

Ph. 780.837.2114

[www.ers.hpsd.ca](http://www.ers.hpsd.ca)

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# Welcome to Routhier

Welcome to École Routhier School (ERS). ERS is dedicated to academic achievement and the positive personal development of children in a safe and caring environment that is conducive to learning. We have a staff of dedicated and experienced people who look forward to working with their students every day. Listed below are some of the quality opportunities we provide are students

- K-6 French Immersion program
- Full-time specialist teacher for physical education.
- Library filled with a collection of nearly 20,000 titles in both English and French.
- Full-time Learning Support Teacher
- Speech Language Pathologist, Occupational Therapist, Behaviour Management Consultant and Physio Therapist available to support students
- Full-time Wellness Coach
- Bi-weekly visit from Indigenous Education Coach
- Early Literacy Program for students in kindergarten through grade three.
- Leveled Literacy Intervention program for struggling readers
- Guided Reading used for Language Arts Grade1-6
- Dual Language programming offered grades 1-6
- Restitution process utilized for student conduct and discipline
- Lunch hour Intramurals & clubs for all students
- Themed monthly assemblies presented by grade level teams
- Professional music, drama and cultural performances during year

Parents are asked to check our website regularly for school calendar, special events, newsletters, forms, and other pertinent information about École Routhier School. [www.ers.hpsd.ca](http://www.ers.hpsd.ca)

We look forward to another exciting year with our students and families. A special welcome to all our new students and families, as well as new staff members who have joined the Routhier school community. Together, we are committed to fulfilling our purpose of success for all.

Sincerely,

Mrs. Monique Dubrule

Principal

Mrs. Rae-Ann Boivin

Vice-Principal

# Our Purpose & Beliefs

## Our Mission

At École Routhier, all staff and students will achieve success.

## Our Vision

Together our ERS team inspires lifelong learning through respect and support in a positive environment.

## Our Beliefs

At École Routhier School, all staff and students believe in:

- Responsibility
- Respect
- Honesty
- Caring & Cooperation
- Doing Our Best
- Safety

## Day Schedule Bells

8:30	Doors Open
8:40 – 8:43	Opening Exercises
8:43 – 9:15	Block 1
9:15 – 9:46	Block 2
9:46 – 10:18	Block 3
10:18 – 10:33	Recess am.
10:33 – 11:05	Block 4
11:05 – 11:37	Block 5
11:37 – 11:58	Lunch
11:58 – 12:20	Noon Recess
12:20 – 12:53	Block 6
12:53 – 1:25	Block 7
1:25 – 1:57	Block 8
1:57 – 2:12	Recess pm
2:12 – 2:43	Block 9
2:43 – 3:15	Block 10
3:15	All students dismissed
To support our classroom teachers and academic learning time, we ask that parents who are picking up their children please wait until 3:15 to do so. Parents can drop off and pick up students on the north side (front) of the school.	

# School Contacts & Communication

Communication between home and school is extremely important. We appreciate parental contact, parents' feedback, and any suggestions you may have for improving our systems. The table below indicates the different ways our lines of communication are open to the parents and community.

Visiting Us	Please check in at the office
Phone	Call us during school days from 8:15 – 4:00 at 780 837 2114
Website	Our website at <a href="http://www.ers.hpsd.ca">www.ers.hpsd.ca</a> for information
Answering Machines	Leave a message for us after hours or on non-school days
E-mail	Principal at <a href="mailto:mdubrule@hpsd.ca">mdubrule@hpsd.ca</a>
	Vice Principal at <a href="mailto:rboivin@hpsd.ca">rboivin@hpsd.ca</a>

## Student Messages

École Routhier believes in protected learning time, and students will not be given messages or be disrupted during class time unless it is an extreme emergency. Parents must make the child aware of any after-school plans each morning before coming to school. Students will not be allowed to use the phone to make alternate arrangements after school or during school. Any non-urgent message left for the student will be delivered by 3:15 pm when instruction is done for the day.

## Newsletters

Each classroom teacher has a 'class' newsletter either posted on our school web page, sent digitally through email, or a paper copy sent home with students.

A monthly school calendar is sent to the homes digitally or a paper copy (by request) on each month. Please see our website for additional information.

## Working Together

We are all working together toward the same goal. The better we know you and your child, the more we can help. It is by working together that we can provide the best education possible for your children. As parents, you play a vital role in students' achievement, and by working together we can come up with the best solution for your child. Remember that there are always different views to a conflict, problem, or situation, and parents should contact the school immediately if a child brings home any concerns from school. We asked that parents let the teacher be aware of any changes that are upcoming or noticed.

Here are examples of times you should contact the teacher:

- Performance and enthusiasm drops in one subject or all subjects
- If you see a noticeable change in your child's behavior (aggressiveness, sadness, defiance etc.)
- Child tells you that there is never any homework or school work to do
- If there's been a change in your family. A new baby, a death in the family or a move to a different house or town.

### **Parental Concerns**

Parents who have concerns about their child in school or in class should:

1. Speak to the child's teacher first about the concern
2. Leave a message for the teacher so she/he can contact you after class
3. If the concern cannot be resolved with the teacher, parents should then speak to administration.
4. If the concern is a general school issue, and not child or class specific, please contact school administration for those.
5. If parents and school administration cannot resolve the problem, contact made with HPSD Superintendent.

## **Attendance and Late Procedures**

### **Reporting Absences**

Parents are asked to call the school before 8:30 if your child will be absent from school that day. Parents may also leave messages on the answering machine if calling after hours. For planned absences, a note should be sent to the teacher and the bus driver.

### **Student Attendance**

Regular attendance is key to success and achievement at school. Teachers are responsible for taking attendance at the start of the day and entering names of absent students into the student information system.

### **Irregular Attendance**

Teachers and administration will be contacting parents when teachers feel that the number of absences is affecting the child's education as per school policy and HPSD Admin Procedure #330.

**If students are voluntarily removed from school by parents for an extended period of time, teachers will not send planned work to / with the student to complete.**

For illnesses, parents should speak to the teacher regarding the matter.

If students are absent with no written note or phone call to the school, the home will be called between 9:00 – 10:00 am. We urge parents to call in if your child(ren) will be absent from school. Students arriving after 10:27 will be considered absent for the whole morning.

Teachers will use the following levels of intervention when an attendance problem is noted.

Step 1	The teacher will contact the parent/guardian to discuss the attendance problem. If attendance does not improve after 2 weeks...
Step 2	The teacher will discuss concerns with the administration. The principal or vice-principal will then contact the parent/guardian to ask “How can we assist you?” If attendance does not improve after 2 weeks...
Step 3	The teacher will initiate a letter to the parent expressing concern regarding the child’s attendance. If attendance does not improve after 2 weeks ...
Step 4	The teacher will contact administration, and share the concern. The administration will initiate letter #2 which will also be sent to the superintendent and with a copy going into the student’s file. This letter will invite parents to contact the school to set up a meeting to create a Success Plan. The administration will follow the letter up with a phone call to schedule a meeting if parents fail to call. If attendance does not improve after 2 weeks...
Step 5	The teacher will contact the principal and discuss the problem. The principal will hand the matter over to the Superintendent. The school may also make a referral to the Provincial Attendance Review Board at this time.

# Student Bussing, Drop-off and Pick -Up

## **Bussing**

All bus students will be dropped off on the east or south side of the tarmac. Please advise the school and bus driver accordingly, if a student will not be returning home on the bus if they have traveled to school on it in the morning.

Students who do not follow bus rules will be reported to the school principal. Depending on the severity of the misconduct, a student's bus privileges may be suspended for a period of time. Remember that the bus is an extension of the classroom and school. The bus driver has full authority on the bus and students are expected to comply with requests.

## **Late Procedures**

If your child is being dropped off late, or if he/she arrives at school after 8:50, they must report to the office and receive a 'late slip' to bring to his/her homeroom teacher. Parents and students are reminded that all doors are locked and entrance can be gained by ringing the doorbell at the front office doors. (north side)

## **Students Leaving School**

Parents must make arrangements with the office if students will be leaving school early. Parents picking up their children will use the front entrance (north side).

## **After School Pick-ups**

If bus students are being picked up by parents at school, the office must be notified by the parent. Students should give their bus driver and their teacher a note saying they will not be on the bus that evening. It is important to let the school and the drivers know if your child will not be taking the bus after school. Pick-ups are done at the office area, or on the 'north side' of the school for pre-arranged pick-ups. Town students being picked up by parents should be picked up on the 'north side' of the school.

## **Parent Parking**

- Parents can park on the north side of the school. There is no parking on the 'south side' or 'east side' of the school where the buses drop off or pick up the students.
- Parents are asked to not park in the staff parking lot during the school day.
- For safety reasons, students should not be dropped off at the bus zone.
- Whenever possible, parents should park along the sidewalk so young students do not have to cross the street to get into the waiting vehicle.



### **Entrance Routines**

- The school doors open at 8:30 am and teachers greet and pick-up their students at their entrance. There is no supervision outside or indoors before 8:30.

### **After School Routines**

- Parents are asked to wait until 3:15 pm to remove students from the class, unless it is an emergency situation
- All students are dismissed at 3:15 pm daily.
- Two adult supervisors are outside doing bus supervision one the west and southside from 3:15 – 3:30. (Or until all students are on their bus.). One supervisor supervises the northside where parents are picking up students.

## **Parent-Teacher Interviews/Progress Reports**

There are three progress reports throughout the year. These reports are sent home with students in mid-November, mid-March and June. In mid-November and mid-March, Parent-Teacher Interviews are scheduled. These two interviews are more focused on the academic achievement and the progress of your child in meeting the outcomes of the grade level curriculum. It is important that parents take advantage of these opportunities to share your child's learning, to see the success he/she has had, and to discuss the areas of strength or weaknesses the teacher may have noticed.

## **French Immersion Program**

- École Routhier is a dual-track school, offering a regular English program and a French Immersion program from Kindergarten to Grade 6. In French Immersion:
- French is not only a subject, but a language of instruction and communication throughout the day
- Staff and school promote an optimal learning environment by promoting and participating in French cultural events.
- French Immersion students write Alberta Education's Achievement exams in French in grade 6 levels, including the extra FLA (French Language Arts) exam.
- FSL (French as a Second Language) is offered to our English program students starting at the grade 4 level. FSL is based on oral and conversational use of the French language, and of course is not offered to French students.

# Physical Education & Wellness Program

Physical education and wellness curriculum uses a comprehensive, strength-based focus that develops the whole individual and nurtures students in pursuing a healthy active life.

In physical education and wellness, students are supported on their journey to achieve well-being as they learn about active living, movement skill development, growth and development, safety, nutrition, personal development, mental health, human reproduction, puberty, healthy relationships, and financial literacy.

Physical education supports well-being by developing movement skills and concepts, and an appreciation for active living that is valued and integrated into daily life. As students become physically literate, they develop motivation, confidence, competence, and knowledge to value and take responsibility for participating in a wide range of physical activities throughout life.

Wellness education promotes the health of individuals and communities and provides students with opportunities to learn about various aspects of well-being. This enables students to make informed decision that support personal and community well-being. As students mature, they acquire, understand, and apply health and wellness information that supports well-being in a variety of contexts.

## Fine Arts Program

École Routhier does not have a music specialist to teach the music program, but ECS – Grade 3 homeroom teacher offers music programming to his/her classroom twice a week. Some teachers offer music in their classroom, and others offer the lessons in our well-equipped music room. The music program is also integrated into subject areas like language Arts and Social studies, be it through dance, role playing, cultural activities etc. École Routhier holds a very strong Christmas concert each year, hosts several professional musicians and performers to encourage and promote the fine art of music and dance.

Grade 4-6 students are given a selection of fine arts options offered by the grade 4-6 teachers. Students have the opportunity to select an option three times throughout the year.

# Learning Support Programs

Understanding that all students have various and unique needs, École Routhier offers a variety of ‘Support Programs’ and ‘Resource Staff’ to meet those needs. There are presently 1.0 FTE ‘special education’ teachers on staff, as well as a large number of educational assistants and support personnel to meet the different special needs of individual students.

- The Learning Support teacher coordinates student supports with the involvement of the classroom teacher, the parents and external agencies if / when they are needed.
- A student identified with special needs will have an Individual Support Plan (ISP) developed by the teacher, parent and other pertinent personnel or agency.
- A variety of HPSD Team members visits École Routhier. This team consists of an Occupational Therapist, Speech-Language Pathologist, Deaf and Hard of Hearing, Physio Therapist and Counseling Consultant.
- ERS also has a Wellness Coach to support students with a variety of different needs.
- Our grade 1 – 6 Language Arts program uses ‘Guided Reading’ which allows all students to succeed at their skill level in reading. Reading instruction is done through ‘Guided Reading’ activities by the homeroom teachers working with smaller groups of readers with the same strengths or weaknesses.
- For struggling readers that are behind their grade level, Routhier offers a ‘Levelled Literacy Intervention’ program which has proven to be very successful for most students. The program works with small groupings of levelled readers using pull out time from other subject areas to boost their reading skills.
- BOOST groups are short, targeted interventions to improve specific reading skills. Boost is offered in both French and English.

# Restitution at Routhier

## Implementation of Restitution

École Routhier implemented the process of Restitution. Staff have been trained and continue to receive professional development with the various components and theories involved in Restitution. The students and the school have since incorporated many of the Restitution principles into their daily practice to maintain a positive school environment and develop responsible, respectful, and honest students who are capable of ‘Making it Right’. Below are the key points to Restitution, and why it is creating a safe and caring environment.

“Restitution is an approach to discipline which encourages a person to grow towards self-evaluation, self-discipline and self-respect. It teaches a person to behave for self-respect rather than to avoid punishment or gain reward from others. Educators have found that this respectful approach to managing discipline is effective with all grade levels. Importantly, they report that restitution works in a restorative way to strengthen students and motivate them to improve their behaviour. Restitution brings to the surface an ethic of care – which resides in all students. Restitution focuses on relationships, not rules; on responsibility, not obedience; and, on intrinsic motivation, not gold stars. Research has repeatedly shown that when students and teachers treat one another with respect, the environment for learning improves and academic performance is enhanced. The underlying assumptions of Restitution are found in Control Theory – a theory of internal motivation. Restitution teaches students to behave in order to be the person they want to be, rather than to please others.” (Author Unknown)

## Discipline & Code of Conduct

Discipline is one issue that unites parents and staff while working with children. Each of us wants to see more respect and responsibility from children, fewer disruptions at home, fewer disruptions in the classroom and a reduction of violent and defiant behaviors. At Routhier we believe the answer lies in the utilization of the Restitution principles to address these common concerns. Discipline is a learning process and not simply about applying consequences. In Restitution and the control theory, discipline is about self-discipline and preparing children for all choices they will make and providing the skills to be able to handle them. Staff have been trained in the implementation and application of this process.

- The tenets to our discipline approach are:
- Control theory (internal motivators versus rewards & punishment)
- 3 levels of thinking (1-fight or flight; 2 external control; 3 self-respect and internal motivation)
- Basic needs reason for behaviors (Belonging, Power, Fun, Freedom)
- Interested in Fixing problem (no blame, no excuses, no fault, no shame)

Beliefs are foundation of actions (must believe we can be)

- Respect
- Responsibility
- Doing Your Best
- Honesty
- Caring & Cooperation
- Safety
- Social Contract (classroom & student participation)
- Capable of 'Making Things Right'
- Bottom Lines in Place (Violence, Fighting, Bullying, Classroom Interruptions)

**Each and every staff member has the authority and responsibility to help children with the discipline process and the Restitution process. As such, Routhier students are expected to respect all adults in our building and comply accordingly.**

# École Routhier School

## Code of Conduct



École Routhier School is committed to providing a welcoming, caring, respectful and safe learning and working environment free from bullying, harassment, discrimination and violence. It is our aim to focus on the positive actions and behaviours demonstrated by École Routhier students and staff based on our six school beliefs:

- Responsibility: We take personal responsibility for our words and our actions.
- Respect: We treat people, property, and ourselves in a respectful manner. We treat each other with kindness, the way we would want to be treated.
- Honesty: We tell the truth regardless of the consequences.
- Doing your Best: We always do our best work or try hard when things are difficult.
- Safety: We work and play safely.
- Cooperation and Caring: We work together, helping each other to achieve greater success.

These school values will be used to take a stand in unpredictable situations. Anticipating every situation is not feasible, therefore we will agree and accept our school's values.

Rules and regulations for conduct have been established, so that we may provide a safe and enjoyable school climate where learning can take place. You will find them included on the following pages. These rules are applicable in all school contexts and at all levels.

We will teach and demonstrate to our students at École Routhier School the underlying values and the relevance of our "Code of Conduct" and how they relate to our "Rights and Responsibilities". This will help the students develop a sense of self-discipline and responsibility in the school community.

In order to protect the basic rights of all members of the school community and to ensure all students receive a solid educational experience; each student has the obligation to respect the rules outlined in the "Code of Conduct". Failure to comply with these rules will bring about disciplinary consequences. These consequences are applied according to the severity of the infraction, frequency or both.

# École Routhier School

## Student Rights and Responsibilities



### **1. I have a right to learn and grow.**

It is my *responsibility* to listen to instructions, work quietly, raise my hand if I have a question or concern and to complete my assignments. I will cooperate, participate and be the best that I can be.

### **2. I have a right to hear and be heard.**

It is my *responsibility* to listen by not talking, shouting or making loud noises when others are speaking.

### **3. I have a right to be respected as an individual.**

It is my *responsibility* not to tease, bother, or show disrespect to other people or hurt their feelings, but to show respect for others and their work, opinions and ideas .

### **4. I have a right to be safe.**

It is my *responsibility* not to threaten or physically harm anyone and to follow the school rules.

### **5. I have a right to my own personal space and an expectation that others will respect my privacy.**

It is my *responsibility* to respect the personal property of others and accept their right to privacy.

### **6. I have a right to enjoy school.**

It is my *responsibility* to have a good attitude and to participate in a way that helps make our school a place where both myself and others can enjoy school too.

### **7. I have the right to be myself.**

It is my *responsibility* to do so in an appropriate manner without harming, harassing or bullying anyone else because of race, color, gender, sexual orientation, religion or personal preferences.

**AS A STUDENT OF THIS SCHOOL, I AM RESPONSIBLE FOR MY OWN LEARNING AND MY OWN ACTIONS.**

HPSD is committed to providing welcoming, caring, respectful and safe learning environments that respects diversity and fosters a sense of belonging. For this reason, we will follow a standard procedure for investigating and responding to student threats to harm others.

A threat to harm others is defined as any spoken, written, or behavioural communication of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Student threats will be reported to the threat assessment team who will determine the seriousness of the threat and take necessary steps to protect others and maintain a safe learning environment. Very serious threats to harm others will be reported to law enforcement.

In keeping with HPSP policy, threats will be subject to progressive discipline, that can include suspension or other exclusionary practice, based on the extent the threat is disruptive to a welcoming, caring, respectful and safe learning environment. If a student is determined to have made a substantive threat to harm others, the student may be evaluated by a school mental health professional to determine the student's immediate mental health status and safety needs.

Parents will be notified promptly when a student has been interviewed about a reported threat, following a determination of the seriousness of the threat. If a student is determined by the threat assessment team to have made a substantive threat to harm others, and the threat targets an identifiable student, the student's parent will be notified.

### **What is Conflict vs Bullying?**

Conflict or argument is a disagreement or a difference of opinion or interests between equals. The people involved in a conflict may disagree and emotions may run high. When conflict is badly managed, it may result in aggression. In a conflict, both parties have the power to influence the situation. That is their goal.

Bullying is unfair and one-sided behavior. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose, in person or via multi-media. Bullying can take many forms, such as: hitting and/or punching (physical bullying); teasing or name-calling (verbal bullying or emotional bullying); and sending insulting messages by phone or computer email (cyber bullying). Bullying is repeated over time (day after day, week after week, etc). It is important that adults are vigilant to possible signs of bullying.

Generally speaking:

- When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.
- When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.
- When someone says or does something intentionally hurtful and they keep doing it, even when you tell them to stop or show them that you're upset, that's **BULLYING**. (borrowed from Trudy Ludwig: Bullying Basics website)



École Routhier School is committed to providing a welcoming, caring, respectful and safe learning and working environment for all members of the school community including students, staff, parents, community partners, and visitors. École Routhier School believes that preventing bullying is important to having a climate that should help students learn, achieve high standards, and establish a positive educational environment. All members of the École Routhier community should be aware of the expectation and should model this in their own behavior.

Bullying is strictly prohibited by all members of the École Routhier community. Bullying is strictly prohibited by students on the way to or from school, at the school bus stop, during school related or sanctioned activities, on school grounds, on school buses, with the use of school or personal technology

### **Procedure for Reporting an Incident of Bullying Behavior**

- Parents are encouraged to report any incidents of bullying to the administration.
- Students are encouraged to bring the incident to the attention of any school personnel.
- Teachers and other school staff who witness acts of bullying or receive student reports of bullying behaviour are required to promptly notify the administration.
- The administration is required to review all reports of bullying, including anonymous reports. (If after initial inquiry, a report appears to warrant further investigation, school staff shall promptly continue with an investigation.)

### **Procedure for Dealing with Incidents of Bullying**

- Reported incidents are investigated and documented. The student who is alleged to be bullying and the victim are interviewed separately.
- The parents or guardian of all students involved are notified.
- All incidents of bullying are viewed as serious offences.
- The victim can be referred to the Wellness Coach for skills on how to deal with bullying behavior.
- If disciplinary steps are warranted:
  - Incident report will be written.
  - If they do not stop the behavior, a mandatory meeting with the parents or guardian may be arranged.
  - The student will be referred to the Wellness Coach or Behaviour Management Consultant to learn empathy and alternative ways of dealing with peers.
  - The student will be referred to outside agencies
  - If the behavior continues, the student will be recommended for suspension.

### **Bullying Prevention at École Routhier School**

- Staff and parents will receive information to handle bullying behavior.
- Students will be taught to recognize, refuse, and report bullying.  
Classroom teachers, administrators, and other staff deliver the same messages and are consistent with the policies and procedures for bullying prevention.

Behavioural expectations outlined in this Code of Conduct are consistently taught and actively promoted. It is the intent of this Code of Conduct to encourage and reinforce positive behaviour. It is expected that students follow the École Routhier School Code of Conduct and that school administration, staff, and parents work together to support learning and a positive school climate.

Our school programs promote a preventative approach rather than a reactive one. We emphasize the core beliefs of the school throughout the day. The classroom teachers, as well as the School Wellness Coach, teach lessons on emotion management and problem solving. These may include lessons on identifying and understanding their own and others' feelings. Students learn specific skills for calming down when experiencing anxiety or anger. They also learn a process for solving problems with others in a positive way.

## Helping Your Child Succeed

As parents, we always wonder what we can do at home to help our children be successful at school. Consider the following:

- **Reading at home:** This is the best way to support our academic program, especially our literacy program to improve reading skills in our students. Research clearly shows reading to very young children is the foundation for later success at school as it introduces them to the “culture of books”. Establishing daily reading times is always a good choice.
- **Talk about school:** Talking regularly and positively to your child about school and school work can have a large impact on his/her academic performance. When a source of concern about school issues arises, please phone the school at times like this and talk with your child's teacher.
- **Make Time For Homework:** In the younger grades it is important that time be set aside daily to develop the homework habit. This time can be used for either homework or reading. The setting of a homework routine and supervising its completion is important in the higher grades. Parents can also help by providing a quiet, regular place to work and being the “audience” for interactive homework assignments. Remember, much of this will be reading with your child, the most important homework of all.
- **Sleep, Sleep, Sleep:** The most important thing parents can do for their children's education is to send them to school with a good night's rest. Please ensure that your child has adequate rest so he/she can do well at school. This is especially important after a long weekend when sleep routines
- **Healthy Nutrition:** Students should be sent to school ready to learn and work after a healthy nourishing breakfast. Snacks and a good lunch are also important so students can better focus on their school work for the remainder of the day after lunch time.
- **Helping students manage and organize their time effectively is important:** When parents help organize students daily, weekly and homework schedules, students tend to be more successful.
- **Regular Attendance:** Students who develop the “attendance habit” at an early age are more successful in school. Students who miss school often fall behind in their classes, miss important concepts, or are always trying to ‘catch up’ with the demands of the class curriculum. It is a legal

responsibility to have our children attend school regularly and punctually.

- **Inform Teachers:** Keep the classroom teacher informed when your child is away due to illness or if concerns about school work become obvious. Teachers always keep the work to complete upon return, or can help the student understand their assignments. When students miss due to sickness, teachers will do their best to accommodate and adapt the missed work. However, teachers are not professionally responsible for preparing or planning school work for students who are willingly pulled from class by their parents / guardians.

## Additional Information for Parents

### Cell Phones & Electronic Devices

Cell Phones and other electronic devices may be used before and after school, but are to be put away during the school day. Students may hand-in their phone to the teacher for safekeeping or store in their lockers.

If students or parents need to contact each other during the day, this can be done through the school phone or the office. Teachers may encourage the use of devices for specific learning experiences, but this will be communicated from the classroom and determined by the teacher.

Inappropriate use of electronic devices anytime during the school day, which includes recess breaks, will result in the device being confiscated and brought to the office. Parents will be contacted to come and pick up the child's device at their leisure.

### Inclement Weather

On days when temperatures are -35 C or below, buses do not run. On the school website, under BUS STATUS, you can find information on all the buses in the division. School remains open on these days. Regular instruction may not occur, dependent on the number of students who are away. During this time, teachers will be working with students to support individual growth and progress.

Recesses will be outdoors when the temperatures are above -25 C (with the windchill). Please ensure students are dressed appropriately for the current weather.

### Lost & Found

École Routhier will continue to post lost and found items on Facebook. school. We ask that parents visit the Routhier School Facebook page and check for missing items that may belong to your child.

### Lunch Clubs

Students are able to participate in a variety of clubs during the lunch recess. A variety of clubs will be offered to students throughout the school year.

## **Monthly Assemblies**

During the school year, each classroom works with a partner class to host and present / perform at the school's monthly assembly. The assemblies have a themed celebration of the month's work, and usually take place on the last Friday of the month. Check the newsletter to verify the date and time. All parents and community members are welcomed to join us for assemblies.

## **Routhier Facility Enhancement Society**

The Routhier Facility Enhancement Society (RFES) is a registered society that was formed to fundraise on behalf of École Routhier for items and programs that they can not obtain from other sources. Funds have been used by the school to purchase technology, sports equipment, upgrade the gym sound system, as well as other items. If you are interested in joining the board of the society to help provide input on items or programs to enhance our school call the school for more information. Currently RFES is working to replace the playground.

## **School Council**

G P Vanier and Routhier host joint school council meetings monthly. Please check the school newsletter to find time and location of the meetings and join us to discuss a variety of topics.

## **School Nutrition Program**

Lunches will be available for purchase for all students and staff three times throughout the week. There may be changes to the frequency as we go through the year. Order forms will be sent out prior to the two-week period indicated. No late orders will be accepted after the deadline posted on the order form.

Universal fruit bins will be available in all classes.

Our school is part of the government funded Nutrition Program. Please contact the principal for more information if you require additional support in regard to the lunch program.

## **Student Dress Code**

Students are expected to dress in a neat, clean and appropriate manner. Clothing with vulgar language, suggestive thoughts or drug/alcohol logos are not acceptable at school. Students who come to school wearing such items will be spoken to and asked to change or be given something more appropriate. Hats will be worn inside the school for special dress-up days or as a classroom reward.

## **Technology**

École Routhier has one-to-one devices for each student. Each classroom has an interactive 'SmartBoard' and computer to enhance the learning activities occurring. Document cameras and a variety of devices are available for teacher use. All students learn about coding

throughout the year.

### **Toys & Valuables**

Staff appreciate it if all toys and valuables are kept at home as it causes distress to students if these items go missing throughout the day.

### **Volunteering**

If you are interested in volunteering in our school, please inform your child's teacher and sign in at the office. There are many ways in which parents and/or community members can support the school: reading with students, photocopying, helping in the library, and/or assisting with specific events.

## School Fees

École Routhier will notify each class with information regarding costs for field trips and extra-curricular activities.

# EMERGENCY RESPONSE PROTOCOLS



## SHELTER-IN-PLACE

- There is an ENVIRONMENTAL emergency in close proximity to the school, outside the school on school grounds, and/or unrelated to the school. Examples can include: dangerous good spill, wildlife on the playground, tornado, etc.
- If the threat is immediate, students and staff will be gathered into safer spaces, such as away from outside walls and large vented areas.
- Access to and from the school will depend on the ENVIRONMENTAL emergency.
- The protocol will continue until the School Principal or Law Enforcement issues the ALL CLEAR.



## HOLD AND SECURE

- There is an emergency situation in close proximity to the school, OUTSIDE the school on school grounds and/or unrelated to the school.
- All exterior doors to the school are locked.
- The school operates as normal, inside the school walls. Any outdoor activities, field trips, etc. are cancelled.
- As the incident is occurring outside, access to and from the school is restricted and carefully monitored.



## LOCKDOWN

- A Lockdown protocol is initiated when there is an immediate THREAT OF VIOLENCE to students and staff INSIDE the building.
- The main objective is to protect the maximum number of people behind LOCKED DOORS.
- In a Lockdown situation, students and staff will be locked in secure areas and the school will NOT operate as normal. All mobile phones will be turned off. No one will be allowed in or out of the school.



## EVACUATION

- There is a possible danger INSIDE or NEAR the school. Examples can include: fire, chemical spill, gas leak, etc.
- Students will be escorted by staff to a safe location away from the school.
- If required, students will be transported to predetermined evacuation centres.
- Students may be released using the division's Student Release protocol.



## STUDENT RELEASE

- When an emergency occurs, it is the school's responsibility to keep students safe. Part of that role includes ensuring students are released to the appropriate parent/guardian once the emergency is over.

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### **SHELTER-IN-PLACE**

- This protocol will continue until the School Principal or Law Enforcement issues the ALL CLEAR.
- Parents may not always be notified immediately when a Shelter-In-Place protocol is initiated (ie: wildlife on the playground). Should the level of danger be deemed high, a notification with instructions will be sent to parents using the division's communication system.



### **HOLD AND SECURE**

- This protocol will continue until the School Principal or Law Enforcement issues the ALL CLEAR.
- Parents may not always be notified immediately when a Hold and Secure protocol is initiated. Should the level of danger be deemed high, a notification with instructions will be sent to parents using the division's communication system.



### **LOCKDOWN**

- Our first priority will be to ensure the safety of students while cooperating fully with Law Enforcement.
- It may not always be possible to send out information until after the incident has ended. Once it is safe to do so, a message will be sent to all parents using the division's communication system.
- Only vague details can be provided regarding the incident until Law Enforcement completes their investigation.



### **EVACUATION**

- Parents may not always be notified immediately when the Evacuation protocol is initiated. If the incident requires students to remain away from the school for a period of time, parents will be notified. Should students be transported to another location, a notification with instructions will be sent to parents using the division's communication system. Further updates will also be provided on the division website and/or social media accounts.



### **STUDENT RELEASE**

- The Student Release procedure is a controlled method of releasing students to a parent or an authorized adult.
- If activated, parents will be required to sign for their children. No parent will be permitted to simply take their child without signing for them.
- Parents/guardians will only be allowed to sign for their OWN children.
- Parents will be required to provide photo identification to complete the Student Release forms.
- To ensure the safety of all students at the school, the Student Release process involves a number of steps so parents need to be prepared to wait for a period of time before being united with their child.
- Older and independent students will be required/allowed to complete their own Student Release forms.