

RBPS Handbook

2023

Welcome!

We would like to welcome everyone back to Roy Bickell for the 2023-2024 school year. We would also like to extend a special welcome to all those new to our school.

I hope that everyone had a wonderful summer break and that you are ready for a great year!

All of the Roy Bickell staff are looking forward to a wonderful year with your children. We are very fortunate to have exceptional teachers, educational assistants, librarian, office staff, and custodial staff, who provide incredible opportunities for our children to feel welcome and excel to the best of their abilities.

As always, if you ever have any questions or concerns, do not hesitate to call, or stop by the office.

Tracey Mark
Principal

Contact Information

Administration/Office Team

Tracey Mark, Principal tracey.mark@gppsd.ab.ca
Shawna Holman, Vice Principal shawna.holman@gppsd.ab.ca
Gerry-Lynn McCann, Vice Principal gerry-lynn.mccann@gppsd.ab.ca
Sylvie Provencher, Assistant sylvie.provencher@gppsd.ab.ca

Instructional Team

All Roy Bickell staff can be emailed by using the format
firstname.lastname@gppsd.ab.ca

Communication/Message

If you have a message for your child, or would like to reach a teacher by telephone, please contact the office and the office staff will ensure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

Roy Bickell Public School is online!

- Facebook: www.facebook.com/RBPS.GPPSD
- School Website: www.gppsd.ab.ca/school/roybickell

Bell Schedule



BELL · SCHEDULE



| | |
|--|-------------------------|
| 8:05 a.m. → Bus Arrival and Doors Opening | |
| 8:10 a.m. → Warning Bell | |
| 8:15 a.m. → Second Bell (O-Canada/Instruction Begin) | |
| Block 1 | 8:15 a.m. - 8:45 a.m. |
| Block 2 | 8:45 a.m. - 9:15 a.m. |
| Block 3 | 9:15 a.m. - 9:45 a.m. |
| Block 4 | 9:45 a.m. - 10:15 a.m. |
| Break 10:15 a.m. - 10:50 a.m. | |
| Block 5 | 10:50 a.m. - 11:20 a.m. |
| Block 6 | 11:20 a.m. - 11:50 a.m. |
| Block 7 | 11:50 a.m. - 12:20 p.m. |
| Break 12:20 p.m. - 12:55 p.m. | |
| Block 8 | 12:55 p.m. - 1:25 p.m. |
| Block 9 | 1:25 p.m. - 1:55 p.m. |
| Block 10 | 1:55 p.m. - 2:25 p.m. |
| Block 11 | 2:25 p.m. - 2:55 p.m. |
| 2:55 p.m. → End of Day Bell - Classes Dismissed | |



What school will look like . . .

Will my child have a locker or cubbie?

Lockers and cubbies are available for student use.

Does my child need a water bottle for school?

Please ensure you send a **labeled**, filled water bottle daily with students.

Does my child need a pair of indoor shoes for school?

Please ensure you send a **labeled** pair of shoes your child can change into.

Are parents able to volunteer?

YES! A criminal record check is required to volunteer. Criminal record checks must be renewed for each school year. The office can provide you with a letter to decrease the cost of requesting the Criminal Record Check from the RCMP.

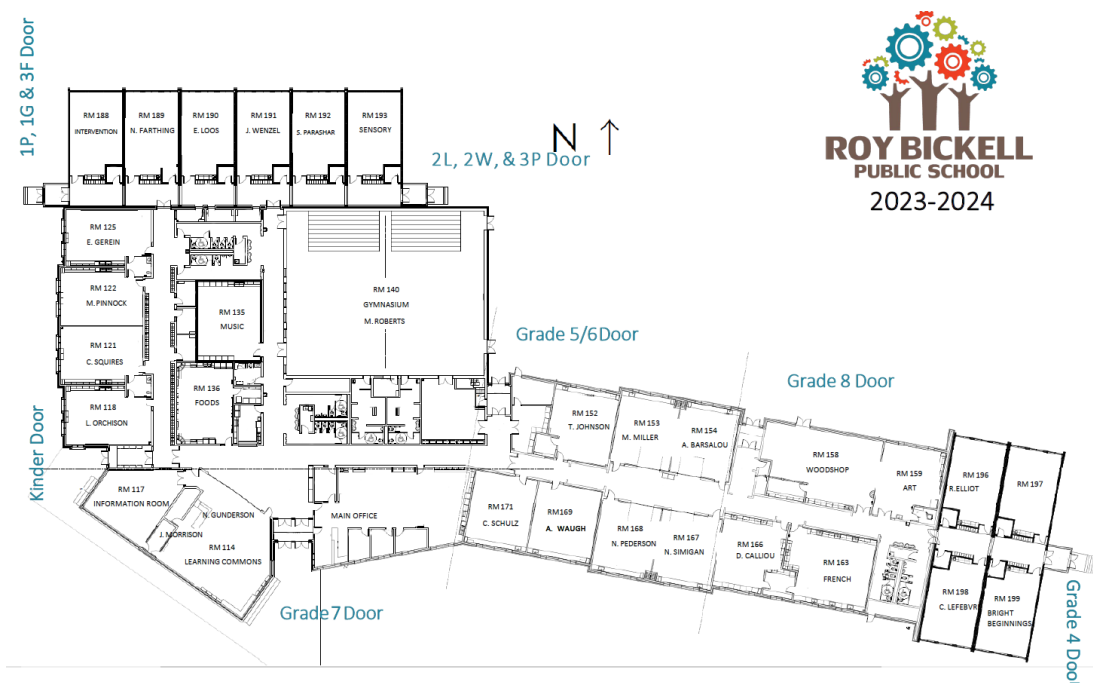
Is there a lunch program?

It is important for students to remember to bring their lunch each day. If a student forgets their lunch, families should contact the office to work out a solution. Please remember:

- Microwaves will not be available to student use.
- Ordering from the canteen is available (Citrus Catering – order online before 8:30 a.m. on the day you want the order; unless preordered) – please watch Facebook for notice!
- If your family is in need, we have a Division program that offers student lunch.

Arriving at School and Dismissal from School

Our doors open at **8:05 a.m.** All students have an assigned door (see *map*) to use every time they enter and exit the school (it is the same). This helps to ensure the smooth movement of students at the beginning and end of the day. It also helps to ensure that everyone has adequate space to store their outdoor footwear. School staff will be present and visible to help ensure students feel confident and cared for as they make their way to their classrooms.



Student Handbook

General Information

Fees

Fees are payable during the first week of school. Those unable to make payment at that time should contact the school Principal to arrange payment. **We accept payment by cash, cheque, credit or debit. We will accept post-dated cheques. Please make all cheques payable to Roy Bickell Public School.**

KinderPAL

| | |
|---------|----------|
| Monthly | \$350.00 |
|---------|----------|

Agenda Fees

| | |
|------------------------------|---------|
| Agenda Grade 2-6 (mandatory) | \$10.00 |
|------------------------------|---------|

Activity Fees

| | |
|-------------------|-----------------|
| Nitehawk Ski Trip | \$50.00 approx. |
| K-8 Field Trips | \$20.00 |
| Music Trip | \$300.00 |
| Recorders | \$15.00 |

Extracurricular Fees*

| | |
|---|---------|
| Badminton | \$10.00 |
| Basketball, Volleyball, Cross Country Running | \$40.00 |
| Curling | \$35.00 |
| Track and Field | \$15.00 |
| Soccer | \$20.00 |

JH Option Fees

| | |
|------------------------|---------|
| Art | \$30.00 |
| Drama | \$10.00 |
| Foods, Industrial Arts | \$40.00 |
| Second Languages | \$10.00 |
| CTF Option | \$20.00 |
| Robotics and Fitness | \$20.00 |

**Dependent on Coach availability / ** Not all option classes or athletic activities are available each school year*

Signing Out Policy

Students leaving or entering the school for any reason during school hours must sign out/in at the office. Please contact the office to determine procedures.

Nut Sensitive School

Roy Bickell has students who suffer from severe allergies to nut products. The consequences of even incidental contact with nuts and, in particular peanut butter, can produce severe and even life-threatening results. Please *do not* send food containing nuts to school. Children must not share their food with other children due to possible allergies.

If your child is at risk of an anaphylaxis allergic response, it is the parent's responsibility to ensure that the school is provided an Epi-Pens (please check expiry dates). If possible, providing the school with two Epi-Pens is most effective. One is retained in the office, the other in the classroom area.

Weather Policy

The school will have indoor recesses when the weather is colder than -25° Celsius with the wind chill. Recess will be inside on days in which it is windy and raining heavily. Please dress children appropriately for the weather with items clearly labeled.

Bikes, Scooters, and Skateboards

Students can bring their bicycles, scooters, and skateboards to school. They must follow all laws pertaining to their use. They are not to be used during the school day. The use of bikes, scooters, and skateboards/longboards etc. is not allowed on school property to ensure the safety of students using this equipment as well as the many pedestrians during busy school hours. It is the law that all cyclists in Alberta under 18 years of age wear helmets. All bikes must be walked while on school property to ensure the safety of all students. All equipment must remain outside at the bike racks as we do not have inside storage available to students. Please ensure that your child has a lock as we do not take responsibility for stolen property.

Please note that students wearing 'wheelie' shoes will need to disengage the wheels or bring alternative footwear for outside recess.

Lockers

For students in Grades 5-8, the school will assign lock and lockers, and they are the property of the school. School provided locks must be used. The school has the right to access student lockers at any time. The student is responsible for maintenance/care of the locker to which he/she has been assigned. Students should not share their lockers or locker combinations with anyone.

Emergency Contact

It is very important that the school has current home, cell and business phone numbers. As well as up to date email and home address so parents can be contacted in the event of illness or injury. The school should also be informed of any special health conditions that may affect student behavior or performance. Please contact the office if there are any changes to your emergency contact information.

School Newsletters

School and Classroom newsletters are distributed once a month. As social media is our main method of communication, parents are encouraged to visit it regularly.

Communication / Messages

We ask that parents do not phone directly to classrooms during the school day as this can be very disruptive. Calls will not be transferred into the classroom during instructional time. Rather, we ask that if you have a message for your child, or would like to reach a teacher by telephone, please contact the office and the Admin Assistant will make sure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

Telephone Use

A telephone will be provided for brief, local student calls before, during breaks and after school. Students must ask permission to use school phones. Parents wishing to contact students should call the school line at 780-830-3286. Students are not allowed to take phone calls or receive texts on a personal device during the school day.

Medications

Staff members may not administer medication of any kind to students unless the parent has completed the appropriate forms at the school office. This includes all prescription and non-prescription drugs. Prescription medication must be accompanied with written instructions from a physician or pharmacist. Parents/guardians should ensure the school is aware if their child has any allergies or medical needs.

Personal Items

It is important that parents make sure their child's clothing and all other personal belongings are clearly marked in some way, making it possible to locate them if they are lost or misplaced. Parents are asked to ensure that students leave valuable items (i.e. electronics, jewelry, toys) at home. The School, the School Board and its insurer are not responsible for valuables lost, stolen or damaged while on school property. Lost and found bins are located in three areas around the school - parents are encouraged to check this regularly. Items in the lost and found bin will be donated/emptied three times a year.

Surveillance Cameras

Please be aware that to better serve the students and community of Grande Prairie, Roy Bickell School has surveillance cameras inside and outside the building.

Animals on School Grounds

Bylaw Officers are responsible for enforcing Bylaw C-1226. C-1226 states that "The Owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs, or within five (5) meters of a playground, athletic field or school ground."

Traffic

The area in front of the school quick pick-up and drop-off of students only. There is also no parking along the sides of the entrance. The area in front of the school is one lane only.

Academics

Academic Evaluation

Students are evaluated on a regular and continuing basis throughout the school year. This evaluation is based on the Alberta curriculum objectives for each course and takes many forms, including formal testing and informal observation of the student. There are three report periods during the school year, with two Parent-Teacher Interviews. This gives parents and teachers an opportunity to discuss the student's progress. These interviews do not preclude parents or teachers communicating at any time. If either has concerns about your child's progress prompt attention to the matter is encouraged.

Homework/Missed Assignments

Homework

It is expected that students will be required to complete assignments at home in most core subjects regularly during the school year. To help students minimize homework, time management will be stressed in class and the use of the student agenda will help students to schedule their tasks.

Parents can assist their children by ensuring students have adequate facilities and time for home study. Assignments are designed to assist with achieving curricular outcomes, so all assignments must be completed.

Missed Assignments and Assessments

Students are responsible, along with teachers, to ensure that any assignments or tests given while a student is absent are completed on the student's return. When a student arrives back from an absence the student should arrange with their teachers to complete missed work.

Being Prepared

Students are responsible to attend school and class with all of the necessary supplies and equipment to accomplish the tasks assigned to them. This includes having two pairs of footwear (one for outside and one for inside).

Field Trips

Various out of classroom experiences may be planned for the students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring public transportation prior to their occurrence. As with any other volunteering in the school, parents who are supervising these trips will be required to have criminal record checks completed. Parents who are volunteering to accompany classes on field trips may not take younger siblings along due to liability issues.

Library Books, Classroom Books, Learning Materials

Students are responsible for any books they may use. If a textbook or library book is lost or damaged, parents will be billed for the cost of repair or replacement.

School Attendance

Regular and timely attendance at school is a major contributor to student success in school. Students should be in attendance at school unless prevented from doing so by illness, bereavement or other exceptional circumstances. If your child is to be absent, we ask that you please call the office (780-830-3286) to let us know. Parents/guardians contact the office by phone or send a note prior to or on the day of an absence. Students arriving at school any time after 8:15 a.m. are considered late and must sign in at the office as it is the only open door.

Students who are habitually absent or late for school or classes will be contacted by phone/email and/or a letter sent home to inform them of the problem and possible disciplinary action.

Illness

To protect the other children in the class, please keep your child at home and notify the office if your child has: diarrhea, vomiting, high fever, unusual rash, discharge from eyes or ears, lice or is showing symptoms of any contagious disease. If you are unsure, feel free to call Alberta Health Services at 1-866-408-5465 or visit them on the web at www.albertahealthservices.ca for additional information.

Student Conduct

Roy Bickell Public School acts in accordance with all Grande Prairie Public School Division **Administrative Procedures** regarding the responsibilities of students, parents, teachers and administrators. This document is available to the public on our external website at www.gppsd.ab.ca. Summaries of relevant policies are listed below.

Student's Rights and Responsibilities

Students at Roy Bickell Public School have the right to be treated with dignity and respect. With these rights come responsibilities.

You have the right to a safe place to learn.

You have the responsibility to follow the school rules.

You have the right to have your own ideas and opinions.

You have the responsibility to respect the ideas and opinions of others.

You have the right to use school books, equipment, and materials.

You have the responsibility to take care of all school books, equipment, and materials.

You have the right to be treated fairly.

You have the responsibility to treat others fairly.

You have the right to a good education.

You have the responsibility to do your best.

Hands-Off Policy

To protect and respect the safety and dignity of students, Roy Bickell School maintains a **"HANDS-OFF"** policy for all students at all times during the school day. The **"HANDS-OFF"** policy also refers to touching or taking other people's property. This policy applies to any type of negative physical interactions between students (ie. slapping, punching, kicking, pushing, tripping, excessive hugging, play fighting etc.) These expectations are clearly explained to the students at the beginning of the school year and thereafter are consistently monitored, and consequences will apply when necessary.

Language

There is an expected standard of acceptable language (verbal, written or gestured). Inappropriate or profane language is not acceptable and repeated instances of misuse will be dealt with in a disciplinary manner.

Scents

Roy Bickell is a scent sensitive building. Body sprays, perfumes etc. will not be allowed use in the school.

Bus

First Student provides transportation for field trips. The First Student Bus is an extension of Roy Bickell Public School. Students riding the bus are to abide by the same Code of Conduct as when they are at school. Concerns for safety and behavior on the bus will be directed to the Administration of the school. The use of a School Bus is a privilege, not a right; therefore, students must ensure that they are following all school rules while on the bus. Possible consequences of not following bus expectations include loss of the privilege of riding the bus. Students are to be respectful, polite and follow all instructions given by supervisors or the bus driver.

Smoking and Tobacco Products

Consistent with the law, all GPPSD schools are smoke and tobacco free. The use of tobacco products is prohibited on school property. This includes cigarettes and cigars and extends to the use of chewing tobacco and e-cigarettes as well as other vaporizing methods used to consume tobacco or use nicotine. School property extends to areas within visible sight lines of the school and includes parking lots. Students who smoke or use tobacco products, including e-cigarettes and vaporizers inside the school will be subject to immediate suspension.

Appropriate Use of Technology

Roy Bickell embraces technology. It is a privilege, and with this privilege comes responsibilities. If out-of-school behavior, online or offline, impacts how students behave/interact at school, then the out-of-school behavior can be considered to impact the school environment under the Education Act. There have been instances where disciplinary actions have been taken as a result. From an educational standpoint, technology offers several advantages for student learning, but we need to exercise caution and we need students to be responsible with its usage.

Personal Electronic Devices

Personal Electronic Devices are not to be used by students during school hours. If parents determine that their child needs a device when going to and from school, the device must be kept in the student's locker during the school day, and not be taken unless the teacher requests it. Parents wanting to contact their child during school hours should call the main office. The school is not responsible for lost or stolen devices. If a student has had their cell phone confiscated by the school for misuse, a parent may be required to pick it up.

Internet Use

Students today must understand and practice proper and ethical use of the Internet. Before being allowed to access the Internet, students will be educated concerning school and Division policies pertaining to its use. Access to network services will be given to students who agree to act in a considerate and responsible manner and whose parents/guardian has signed the Network Resources "Acceptable Use Protocol" form. The school will ensure that procedures are in place to control student access to offensive materials. However, it is the **user's responsibility** not to initiate access to controversial, inappropriate or offensive materials and to leave locations of undesirable material immediately.

Student Dress

The Student Dress Code is intended to balance the interests of freedom of expression with the public interest of quality of education. When students are choosing clothing and jewelry for school, they should remember that they must dress in a way which facilitates learning, and which does not detract from the positive learning environment. The following guidelines are intended to help students make these choices:

1. All clothing should be clean and tidy.
2. Undergarments should not be visible
3. Clothing should appropriately cover the body. Clothes must be worn in such a way that breasts, buttocks, and genitals are covered with opaque fabric
4. Suitable clothing is necessary for meeting safety standards in Grade 7 and 8 option classes. Shop, Foods, and Physical Education teachers will share specifics with students. Students must have a change of shoes.
5. Clothing representing or promoting crude sayings, obscene or offensive pictures, vulgar language, which advocate illegal activities, depict violence, weapons, drugs, alcohol or sexually implications in nature, may not be worn.
6. Students wearing multiple layers of clothing, such as a hoodie, are responsible for ensuring that their base layer of clothing meets the criteria of our dress code – if students choose to remove or open their outer layer.
7. Clothing must not obscure the face, including hoodies pulled over the student's head.
8. For safety and hygiene, suitable clothing and shoes are necessary for Physical Education.
9. Hats are allowed in the hallways and at recess. In class, they are allowed at the teacher's discretion.

Students wearing clothing that does not meet the expectations outlined above will be addressed discreetly by a school staff member. On the first occasion, students will be asked to make different clothing choices for school days in the future, and they will be given the opportunity to change and/or cover up. Students are expected to comply without negotiating. If this becomes an ongoing issue, students will be provided with options for making a change of clothing or parents may be asked to bring a change of clothes to the school. As a general consider the following guideline: if in doubt, rule it out.

Footwear

Outdoor shoes are to be removed at school boot rooms. All students should have a pair of clean indoor shoes they can change into when they arrive at school. Street shoes or running shoes which have been worn outside will not be allowed for gym activities. Shoes that mark the hallways, should not be worn to school. Students who rollerblade or wear 'wheellie shoes' to school should remove them in the bootroom when they arrive.

Bullying, Cyber Bullying, Harassment

Teachers, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be bullying and/or harassment, electronic or otherwise, they will be dealt with on an individual basis (informed by our Division Administrative Procedures).

The Education Act, 2021 extends the responsibility of the school to deal with matters that impact students and learning beyond the physical boundaries of the school. Under the Act, schools have the authority to investigate and ultimately discipline students for behaviours and activities that have an impact on the school setting. An example of this is off-site bullying activities.

At Roy Bickell, our actions are guided by the following definitions of bullying and harassment:

Bullying

Bullying (including cyber-bullying) is **repeated aggressive behavior to intentionally hurt another person, physically or mentally**. Bullying is a conscious, **repeated**, hostile, aggressive behaviour of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Conflict (such as arguments and disagreements) can lead to bullying but in and of themselves they are not bullying until one party persists in **repeated aggressive behavior to intentionally hurt another person, physically or mentally**.

Technology and Bullying (Cyber bullying)

The use of cell phones, smart phones, and internet tools such as social networks (snapchat, Facebook, Instagram, Tik Tok) provide individuals with a false sense of anonymity because it does not require the courage of standing face to face with the person you are attacking. Bullying is bullying regardless of the forum you use to belittle, attack, or hurt another individual.

Harassment

Any comment or behaviour that denies a person their dignity, feeling of worth and respect is considered harassment, particularly if it persists. The significant factor in harassment is **impact not intent**. Once the harasser becomes aware that his or her behavior is offensive, if the offensive behavior continues, it becomes harassment.

Extra-curricular Teams and Clubs

All students are encouraged to participate in the many extra activities that will be available at Roy Bickell Public School. Clubs and teams will be announced to the students at the school throughout the year and will include sports teams and a variety of special interest activities and clubs. The offering of these will be based on teacher and student's interest and expertise available. It is the responsibility of all students to ensure that they have fulfilled all of their academic responsibilities as a first priority. Students who fail to fulfill their classroom responsibilities may have their extra-curricular opportunities withdrawn to encourage an acceptable academic focus.

Expectations for student behaviour at extracurricular events are the same as standards of behaviour expected during the school day. Those students who do not comply with this expectation will be dealt with in the same manner as they would be during school hours. This applies to events hosted at the school as well as road trips/field trips sponsored by Roy Bickell. It is expected that our students will respect the policies of other schools while attending events at which our teams are competing.

Supervision for siblings not participating in the extra-curricular event is not provided.

Student Transportation and Personal Belongings

Personal Belongings

The school, the School Board and its insurers take no responsibility for valuables lost, stolen or damaged while on school property. If students have a large sum of money on their person, they should deposit it at the school office until the end of the day. Teachers will not accept money or other valuables for safekeeping.

Student Transportation

Students who ride **skateboards** or **scooters** to school must carry them once they reach school property. **Bikes** should be locked up in the bike racks using a quality lock during school hours. They cannot be ridden on school grounds at recess or at lunchtime. In addition, as per the City Bylaws – all students riding a bicycle must be wearing a helmet. Students who **rollerblade** or wear 'wheelie shoes' to school should remove them in the bootroom when they arrive.