



Rochester School Parent/Student Information Guide 2017-2018

**Home of the
Rochester Royals**

“Growing Student Opportunities”

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Aspen View
PUBLIC SCHOOLS

Revised September 2018

Principal's Message

Welcome to Rochester School!

We have provided each student/family with a handbook. As part of our “**Growing Student Opportunity**” philosophy, the handbook gives staff, students and parents a hands-on guide to success. The contents of the handbook are designed to provide necessary information as to the daily running of the school, rights and responsibilities of students; behavior expectations and the code of conduct as well as schedule information. Please familiarize yourself with the information.

Thank you for your support of our school,

Mr. Joe Shelast

STAFF LIST

Principal

Mr. Joe Shelast

Vice-Principal

Mrs. Elizabeth Siemens

Teachers

Mrs. Lori Oko

Ms. Jocelyn Arthur

Mrs. Melody Shologan

Mr. Derrick Hammel

School Secretary

Mr. Trevor Yeaman

Educational Assistants

Mrs. Valerie Breitreutz

Mrs. Melody Elgert

Ms. Monique Levesque

Ms. Stacey Yatkowski

Custodians

Mrs. Dawn Brill

Mrs. Gloria Verbeek

Mr. Chase Davies

Bus Drivers

Tracy Gregoire

Debbie Bitzer

Peggy Yakimovich

Aspen View Mission and Vision

Our Mission...

Preparing today's students for tomorrow's world.

Our Vision...

To provide opportunities for students to obtain knowledge, and develop the skills and character required to lead productive, meaningful lives.

Our Commitments...

STUDENT LEARNING - Students will focus on relevant learning experiences in an inclusive environment that leads to high quality student achievement.

STAFF LEARNING - Staff will continue to be reflective, life-long learners, continually striving to improve their practice.

COMMUNICATION - Continue to improve open, active, on-going and honest communication with students, staff, parents and the Aspen View community.

CULTURE & CLIMATE - Promote and model safe, caring and inclusive schools that demonstrate respect for diversity.

SOCIAL EMOTIONAL NEEDS - Help all students develop self-awareness and decision making skills to achieve school and life success.









PHYSICAL NEEDS – Promote and model active and healthy lifestyle choices.

INNOVATION - Increase technological literacy and 21st Century Learning through innovative practices, by expanding the practical application of technology, and increasing global awareness and interaction in order to enhance student learning.

ROCHESTER SCHOOL VISION STATEMENT

To provide unique opportunities for students to learn and grow in a safe and caring community.

ROCHESTER SCHOOL VALUES

-  We believe in making learning fun and enjoyable.
-  We believe in discovering and nurturing everyone's gifts.
-  We value respect and the need to understand and be patient. Everyone has strengths and talents to contribute.
-  We believe that vision is based on knowledge, perspective and equality.
-  We value caring and compassion.
-  We believe in both emotional and physical safety.
-  We value strong relationships.
-  We value dedication to family, community, students, co-workers and our jobs.

ROCHESTER SCHOOL GOALS

The goal of the school is to offer a wide range of learning/teaching opportunities in a community that encourages growth in a caring and secure setting. Students and staff are encouraged to become life long learners in an intellectually and creatively challenging environment. Learning/teaching proceeds in the full understanding that students have different learning needs. Students and staff are provided the opportunity to develop the knowledge, skills and attitudes needed to achieve personal goals so that they might contribute positively to the local/global society. Educational initiatives are designed to develop the skills and attitudes students need to function effectively in a dynamic society in which accessing, processing and communicating information is essential.

Students and staff interact in a manner that demonstrates mutual respect, loyalty and acceptance. We take pride in the work and accomplishments of each other. We actively support all school endeavors and contribute enthusiasm, time and energy to the extra and co-curricular program of the school community.

DAILY TIMETABLE

| | |
|---------------------|----------------------------|
| 8:30 am | Busses Arrive/Warning Bell |
| 8:40 am | Classes Start |
| 10:33 am – 10:52 am | Recess |
| 12:40 pm – 1:19 pm | Lunch Break |
| 3:12 pm | Dismissal |

SAFE AND CARING SCHOOL

Rochester School welcomes parents/guardians, visitors, volunteers and student guests. To ensure and maintain our policy of a safe and caring environment at Rochester School the following procedures are in place:

- All parents/guardians, visitors, volunteers, and student guests, are required to stop at the office when entering the school. If they need to speak to their child, their child will be called to the office.
- Parents/Guardians are to contact the school to make an appointment if they wish to meet with a teacher or staff member. Teachers are unable to meet during instructional time.
- Students arriving late or leaving early must be signed in/out at the office by their parent/guardian.
- Parents/guardians must notify the school and/or bus driver by phone (not a message), email, or note if their child is going to be picked up by someone other than themselves or their child is to be picked up or dropped off at an alternate location on the bus route.
- Volunteers must provide the school with a current Criminal Record Checks.

SCHOOL PROGRAMS

Kindergarten

Kindergarten is operated through the District Office Administration, the E.C.S. Coordinator and the school principal. The student receives a full range of learning experiences and developmental activities. Field trips are also an important part of the program.

Grades 1 to 9

Rochester School provides for its students a program consistent with Alberta Education requirements and curriculum.

Inclusive Education

Rochester School operates programs for children with special needs. These programs are designed in a collaborative manner by the Inclusive Education coordinator, the classroom teacher, the principal and often with the administration from District Office. Teacher assistants are employed in the implementation of some programs as directed by professional staff and administration.

Field Trips

We endeavor to provide all of our students with opportunities to participate in field trips either in the local area or into Edmonton and surrounding areas, for example, Ukrainian Village, the Legislative Building, Provincial Museum, Children's Festival in St. Albert, etc. Although some costs are covered by the Student Activities Fund, we must occasionally charge a portion of the transportation costs to the parents. Permission letters for all field trips are sent home with the child for parent signature. If there is a cost, it will be clearly indicated in the letter.

Inter-School Athletics

All Rochester School students have the opportunity to compete with teams from both within and outside the Aspen View School Division. **Due to financial constraints, the school will require user fees to assist with bussing costs.** Students participating in these events must do so under the conditions established by the coaches. These coaches are teachers, school staff and/or parents who volunteer their time for both coaching and supervision. Students must be in good academic standing and adhere to school conduct policies in order to participate in inter-school activities.

Christmas Concert

Rochester School will hold an annual Christmas Concert in the evening during the last week of school before Christmas break. It will involve students from all grade levels.

COMMUNITY SERVICES

Aspen Health Services

This agency provides the following services; immunization, dental education and check-ups (elementary), health awareness programs (in conjunction with school health programs) and a fluoride program for grades K through 2.

Counseling

Counseling services can be accessed through behavioral consultants employed through Aspen View Public Schools and Athabasca FCSS. These services may be accessed at any time.

STAFF WORK DAYS

Students will have no school during the monthly staff work days (meetings and professional development days).

ATTENDANCE

We ask that if your child is going to be away from school that a parent/guardian contact the office explaining their absence. Without contact information about a school absence will be noted as an Unexcused Absence. A letter will be sent home when a student misses 10%.

TRANSPORTATION

Bussing

Parents are asked to notify bus drivers if their child/children will not be riding the school bus in the morning and/or afternoon.

Please also notify Rochester School office by 2:30 pm for any temporary bus changes.

In order for your child to ride the school bus, parents must contact Aspen View Transportation Department at 1-780-675-7080 ext. 16 or Toll free: 1-888-488-0288 ext. 16

- Please have the following information available when you call to register:
 - legal land location and street address where you live (blue sign)
 - your child's name and grade
 - mailing address
 - phone numbers and emergency contacts

Notice to all parents: Parents requiring alternate transportation services for their child to a location other than their residence (i.e. babysitter) must apply to the Student Transportation Department on an annual basis. Parents may apply by accessing our "[Alternate Transportation Request](#)" form online or by faxing your written request to 1-780-398-2681.

TRANSPORTATION RULES OF CONDUCT

1. Students must obey the bus driver. The driver has full authority.
2. Students have a right to ride on the bus to and from their school in a safe and quiet manner.
3. Students have a right to carry on quiet conversations with other students in their assigned seated area.
4. Students may eat on the bus with the driver's permission.
5. Students are expected to place garbage in the garbage basket.
6. Students are expected to use ear buds or headphones when playing their electronic devices.
7. Students will be assigned to a seat by the bus driver and will sit in their assigned seat when riding the bus.
8. Skate blades and other hard or sharp objects must be covered by protective guards or transported in an appropriate case.
9. Students are expected to be on time for loading and discharge.
10. Students are expected to exhibit behavior that would be acceptable in the classroom.
11. Students must not distract the driver.
12. Students are accountable for their behavior on the bus.

13. The principal may suspend from the bus any student who misbehaves while riding the school bus. (Section 19(2)(iv) of the School Act)

The intent of this policy is to provide safe transportation to and from the school. The safety of our children is of the utmost importance and we will not tolerate any behavior that compromises that safety.

BUS NOTES

If students will not be on their regular bus a written note or email must be provided by the parent or guardian to the school office and classroom teacher. The student's name is then written on a bus note to notify the driver. If there is not a note, email, or phone call to the school, the student will be sent home on the regular bus.

CLOSURE DUE TO INCLEMENT WEATHER

Parents should always use their own judgment when considering sending their child to school during serious weather conditions. In accordance with Aspen View Public Schools' policy, parents should check the Aspen View website or listen to radio stations CFCW, CFOK (Athabasca) and CHED for the possibility of non-operation of school buses. The school is always open during operational days, however the buses may not run. It is, at this point that parents have the choice to drive their children to school or not. Students will not be marked absent if their bus was not running and they did not get to school.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

We want to avoid interrupting classes to deliver messages during the day. Please assist us by making sure that students are aware of any special arrangements needed at lunch time or after school prior to leaving for school in the morning. If this is not possible, a message will be taken and in most cases given to the child at break time.

EMERGENCY CONTACT INFORMATION

There are occasions when a parent or guardian needs to be contacted immediately. It is your responsibility to ensure that the school has current information.

It is **IMPERATIVE** that an emergency contact name and phone number be provided to the school in the event that the school office is unable to locate a parent or guardian of a student. Should a child require immediate medical attention, the school will then arrange for the child to be taken to the hospital immediately. Parents will be notified as soon as possible.

FIRE DRILL

A fire alarm bell will sound. Students are to inform a staff member if any sign of fire is evident. All students and staff are to be familiar with exit routes and fire drill regulations.

LOCK DOWN

All students and staff are to be familiar with the lock down procedures.

RECESS AND NOON HOUR BREAKS

All students are expected to go outside and get fresh air and exercise during their breaks. Administration and staff supervisors decide on a day to day basis if it is too cold or too wet to be outdoors. Even when the weather is inclement, however, a few minutes outside will not hurt students if they are appropriately dressed. We ask that you ensure students have the required clothing and footwear to allow them to enjoy their time outside. Supervisors expect students to line up at the doors before entering.

Throughout the school year, students may join various clubs and extracurricular activities will be hosted during recess breaks. On occasion, students may use recess breaks to seek additional teacher assistance and/or complete missed assignments.

GUESTS

Any student inviting a guest to attend school for a visit during school hours shall:

- 1) Obtain prior permission from the principal.
- 2) Report to the office with the guest upon arrival at the school.

A student inviting a guest is responsible for informing that guest of school regulations and for the guest's behavior while at school.

VOLUNTEERS

We are always excited to see volunteers giving of their time in the school. If you would like to become more involved in our school programs, please contact your child's teacher or send a note to the office. Volunteer information will be available at the office. All volunteers must provide a current criminal record check and drivers abstract to the school office.

PARENT-SCHOOL COMMUNICATION

Parents and teachers are urged to establish a regular system of communication. The school provides a weekly email and monthly calendar of events in the school newsletter. Teachers can be reached by phone or preferably by email if you have further questions.

Commitment to successful learning means that staff members are often very busy. Meetings with staff can often be arranged at the end of school days. Individuals with concerns or questions should call ahead to book an appointment, and we would appreciate being informed, briefly, of the meeting topic so staff will be better prepared to address the concern. This will help ensure the quickest possible resolution.

Please be sure to follow the hierarchy below when addressing concerns:

1. Rochester School Secretary (780-698-3970) with general questions.
2. Classroom Teacher (780-698-3970) for classroom questions
3. Principal (780-698-3970) if not answered by 1 or 2.
4. Superintendent at Aspen View Division Office (780-675-7080)
5. Minister of Education Mr. David Eggen (780-451-2345)

REPORT CARDS/PARENT-TEACHER-STUDENT INTERVIEWS

Each year, Aspen View schools have provided each student with a report card in January & June. Progress reports, which are a snapshot of how your child is doing, have been issued in the fall and spring.

Parent-Teacher Interviews will be scheduled. Dates of interviews will be indicated on monthly newsletters.

KNOWN STUDENT MEDICAL PROBLEMS

It is the responsibility of the parent to advise the school of any medical problems their children may have that affect their day-to-day performance. Parents must advise the school in writing (forms available in the office) of any prescription medications they may want a designated staff member to dispense. All prescription medications must be handed in to the office.

STUDENT APPEALS

To ensure that a student's assessment procedure by the school has been fair and just, a student or parent/guardian acting on the student's behalf has the right to appeal the final standing awarded in any subject or grade. Please contact the principal for the appropriate appeal procedure.

LOCKERS

School lockers are available to students on the condition that the school reserves the right to search and repossess the locker at any time without notice. Lockers are subject to searches without notice under the direction of the principal. It is desirable that students be present when their lockers are searched (as per Aspen View Public Schools Admin Procedure 352)

TEXTBOOKS

Students are responsible for all texts and materials loaned to you by the school. Textbooks are assigned and names are to be signed in the textbook you receive. *Do not be careless in looking after these materials.* If a textbook becomes lost, report it to your teacher and make a thorough search. Students will be required to pay for damage or loss to textbooks assigned to them. Money will be refunded if the text is eventually found.

VALUABLES AND BELONGINGS

The school is not responsible for safeguarding or replacing lost valuables. We encourage students to keep personal possessions i.e. toys, games etc. at home. Student belongings are to be clearly marked for easy identification. Valuables such as money, jewelry, etc. should not be left unattended in desks, hallways, bathrooms, etc. Students should not make a habit of bringing unnecessary valuables to school. Staff members are not responsible for lost or stolen articles or valuables. Students who lose valuables are to report such to their teacher. If the teacher is not successful in locating the lost item, the student and/or teacher should report such to the office. Clothes left in the locker room or around the school will be put in the lost and found box. Clothes not picked up after Christmas break or when school is finished at the end of June will be given to local charity groups or discarded.

HAND HELD TECHNOLOGY

Hand held devices are to remain silent while the students are on school property and used within the classroom at the discretion of the teacher. Students found using their devices inappropriately will be asked to give the phone to the office. Any confiscated phones will be held in the office until a parent or guardian comes to pick it up.

DRESS POLICY

Students will wear clothing appropriate to school. Do not wear T-shirts with inappropriate symbols or messages, revealing clothing or clothing inappropriate for weather conditions. Revealing clothing is generally defined as clothing that does not cover the midriff, exposes too much cleavage or is too short (as in skirts and shorts). Students will be asked to change, cover up, or go home to change. This code applies to all ages.

During winter months, it is important that all students bring appropriate dress for the weather. This includes a winter coat, mittens or gloves, a toque, snow pants, and winter boots. It is important to stay warm and, at times, the weather can change throughout the day or there can be bus issues; therefore, it is necessary to have these items on hand.

ROCHESTER SCHOOL COUNCIL (RSC)

Parents are encouraged to attend RSC meetings to stay informed and to provide much needed input relating to school affairs. This is an excellent opportunity to meet other parents and to support your child's educational program.

The RSC is a collective association of parents, teachers, principal, staff, and community representative(s) whose purpose is to advise the principal and the board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning.

STUDENT RECOGNITION

Assemblies

The first Tuesday of each month, a morning assembly takes place at Rochester School. At this time, the staff and students sing O' Canada, perform a Salute to the Flag, and are informed of current and upcoming school events. It is also a time to celebrate successes, remember rules of the school, celebrate birthdays, and participate in activities intended to promote wellness and healthy lifestyles.

Awards Program

At Rochester School we believe it is important to recognize the accomplishments of students who work daily to achieve success. A student who routinely displays the appropriate criteria may be eligible to receive one or more of these awards:

- Academic Award

This award is given annually to the student with the highest core average over the course of the year in each of the **Junior High grades**. (Core average includes Math, Language Arts, Social Studies and Science.) To be eligible for this award this student must be attending school on a regular basis.

- Royal Learner Award

This award is given annually to students in **each elementary grade** that displays a strong interest in learning, is an excellent reader, takes risks in their learning, has excellent classroom behavior, and goes beyond what is expected.

- Athletic Award

This award is given to students in **each division 1, 2, & 3, male and a female** who display a consistent high level of athletic achievement and sportsmanship in both interschool and intramural activities.

- Sportsmanship Award

This award is given to students, in **each division, 1, 2, & 3 male and female**, who displays good sportsmanship and character on and off the field throughout the year.

- Fine Arts Award

This award is given to students, in **each division 1, 2 & 3**, who displays a passion for the fine arts whether it be drama, music, carving, sketching, painting, or another artistic endeavor that he/she has pursued through the school year in a school program.

- Peer Support Award

Given to a **Grade Nine Student** chosen by his/her peers in grade 7-9, who:

- Was a friend to those around
- Was open to have others come to them with difficulties or just a need to share
- Gave non-judgmental love and support through hard times others were experiencing
- Encouraged others to look at both good and bad experience with a positive outlook

- Most Improved Student

Given to a student who has shown consistent growth academically and/or socially (the whole child), in each **Grade 1 through 9**.

- Citizenship Award

Given to a student who demonstrates self-respect, respect for fellow students and school staff, respect for our school and school property, participates in a variety of activities throughout the school year, demonstrates good sportsmanship, co-operation, and collaboration. Give to a student in each **Grade 1 through 9**.

- Helping Hands Award
This award is given to a **Rochester School Student** who consistently volunteers and goes out of their way to assist others.
- Honors Award
Honor medals are presented annually to **Grade 7-9** students achieving an average of 80% in the four core academic subjects. All students registered in these grades at Rochester School are eligible for this award.
- Special Award
Staff may include awards for any number of reasons in order to recognize students for exceptional achievements not encompassed by other awards. These awards will be determined in June by individual staff members.

Positive Behavior System (PAW Store)

This program was put into place to reward students for good behavior and reinforce helpful habits. It is also used for improvement in students. The staff will hand out paws and crowns to students who go out of their way to help others or do a great job at something. The students then get to purchase items at the “paw store” in the basement.

HOMEWORK

Homework may be assigned to:

- Help meet specific needs of learners
- Build responsibility and good study habits
- Reinforce understanding of concepts
- Provide for continuity of learning by encouraging the child to view both home and school as learning environments

Parents can help children extend or enrich their learning by:

- Setting aside a regular time for homework and reading
- Providing a quiet place for study
- Giving support, encouragement, praise, and assistance to their children’s efforts
- Learning as much as possible about the school program
- Communicating closely with teachers regarding supportive learning at home and at school
- Making children accountable for completing assigned homework tasks

STUDENT CONDUCT

Education is a partnership that works best when the students, the parents/guardian and the school are working co-operatively to meet the desired educational needs.

We know and understand that each child is unique and learns at his or her own rate; we look at discipline in much the same way. We understand that no two children are alike. One will be corrected with a look, while another may require a verbal reprimand or a mere comment. Still others may require the loss of privileges or some form of corrective consequences to achieve the desired behavioral change.

We, the staff at Rochester School, have the responsibility of establishing and maintaining an environment in which all students are dealt with in a fair and equitable manner without malice or prejudice.

According to the 2000 Province of Alberta School Act (Chapter S-3, a student shall conduct himself so as to reasonably comply with the following code of conduct:

- 1. Be diligent in pursuing studies*
- 2. Attend school regularly and punctually*
- 3. Co-operate fully with everyone authorized by the Board to provide educational programs and other services*
- 4. Comply with the rules of the school*
- 5. Account to his teachers for his conduct*
- 6. Respect the rights of others*

Student Rights and Responsibilities

I have a right to an education

It is my responsibility to listen, learn be punctual and prepared to do my best, and to accept assistance when necessary.

I have a right to be treated with dignity and respect.

It is my responsibility to treat others with dignity and respect.

I have right to hear and be heard.

It is my responsibility to maintain a calm and respectful atmosphere at school.

I have a right to be safe and secure

It is my responsibility to treat others with respect, causing neither physical, emotional nor mental pain.

I have the right to be myself.

It is my responsibility to treat others fairly and respect individual differences.

I can expect all these rights are mine as long as I am exercising all my responsibilities.

I can expect to be corrected when I abuse the rights of others.

We must establish realistic and natural consequences for student behavior and we must assist students in taking responsibility for their own actions. This will require that students make good, healthy, and positive choices. The thrust of this policy is to make students aware of the consequences of THEIR choices. Our aim, as caregivers, is to enable and empower our students by giving them the responsibility for managing their own behavior.

When students behave inappropriately, consequences will follow to help them realize poor judgment was used on their part. The student will be assisted to see how the rights of others were infringed upon and how relationships may be mended. The student will be encouraged to choose and follow more acceptable alternatives.

Both the classroom behavior plans and the school conduct plan provide appropriate consequences to match the level of the misconduct. Other variables that will influence the level of the consequences are the severity of the misbehavior, the frequency of the

misbehavior, and the time and place of the behavior. We strive to make the consequences logical and reasonable to the misbehavior. The following are examples of misconducts and the consequent interventions.

All misconducts can be categorized as minor, major, or severe:

MINOR MISCONDUCT

(Less serious and often handled on the spot)

- *Violation of classroom rules
- *Teasing
- *Wearing caps/hats, etc.
- *Misuse of class time
- *Running in the hallways
- *Distracting other students
- *Coming to class late

Consequences

- *Warning by staff member
- *Time out
- *Loss of privileges
- *Detention (recess)
- *May lead to parent contact
- *Write out description of incident and why

MAJOR MISCONDUCT

These are more serious offences which may endanger the safety of self or of others, or they may potentially threaten the positive operation of the school.

- *Theft
- *Intimidation
- *Spitting
- *Bullying
- *Vandalism
- *Intentionally hurting someone
- *Leaving school grounds without permission
- *Defiance of authority
- *Abusive language or gestures
- *Disrespect
- *Cheating
- *Harassment
- *Rough housing

Consequences

- *Written description of the incident
- *Detention(s)
- *In-school suspension
- *Out-of-school suspension
- *School action plan for improvement
- *Parent contact

SEVERE MISCONDUCT

These offences threaten the safety of others or severely interfere in the orderly conduct of the classroom and the school.

- *Fighting
- *Smoking
- *Possession of weapons
- *Habitual repetition of major offences
- *Possession or consumption of drugs/alcohol

Consequences

- *Parent contact
- *Out-of-school suspension
- *Action plan for improvement
- *Expulsion
- *Police contact

Students should be aware that hallways and entrances are monitored by video surveillance (as per Aspen View Public Schools Admin Procedure 181).

School staff members have authority, as per principal and school district direction, to address minor and major misconduct and to assign appropriate consequences.

The principal and possibly school district representatives will deal with severe misconducts. Serious matters involving student conduct and consequences may be referred to the Superintendent of Schools or the Aspen View Public School's Board of Education Discipline Committee.

If parents have questions or concerns about a discipline issue, they are asked to discuss the concern with the homeroom teacher. If they are not satisfied, parents are then asked to contact the principal.