

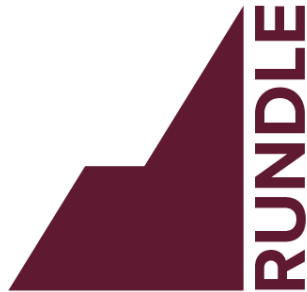
Rundle College
K-6 Primary/Elementary Program

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School Handbook

2024 - 2025

Welcome to our Rundle College Primary and Elementary community! We are excited to have you and your child join our school and begin or continue their educational journey with us. This handbook is designed to share valuable information about our school, policies and procedures. Please feel free to speak with any of our administrative or teaching staff if you have questions.

Rundle College is founded on the vision of our founders, Dr. Jack Collett and Dr. Rod Conklin. They saw potential in every student and believed in supporting students in achieving their potential. Our motto, *Attendo ad Excllesiora* 'striving for excellence' is a personal journey. We nurture and support our students along this path as valued, contributing citizens in an ever-changing global world.

Within our Primary and Elementary programs, our caring staff encourage learners to be critical thinkers and problem solvers. We offer a personalized program, developing a strong foundation in academic skills enriched with an equally strong emphasis in music, French, physical education and art.

In addition to an engaging and well-rounded academic program, we create opportunities for students to engage in leadership training, citizenship and character development. The goal of the College K-6 program is to support the development of the whole child. Small class sizes and dedicated teachers who are committed to making a difference in the lives of individual children are the key to the strength of our learning community.

At Rundle College, we encourage students to find balance in their pursuit of excellence in our Pathways of Learning: academics, co-curricular, and character programs. We believe our students are so much more than just the grade on their paper and encourage them to cultivate many talents and character traits, valuing kindness above all.

Our goal is to help students discover their potential and challenge them to attain their best. We look forward to elevating your child's learning experience so that they have an exceptional learning experience.

Dr. Collett and I set out to create a school whose success is measured not by the average performance of a group of elite students but by the individual successes of a group of non-elite students. That is the Extraordinary Mission of Rundle College.

Dr. Rod Conklin, Co-Founder of Rundle College (Staff Appreciation Dinner, 2007)

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HEAD OF SCHOOL MESSAGE

If you have the opportunity to visit our schools or talk with a member of our community, you will invariably stumble upon the concept of R+. You may be wondering what R+ means, and in short, there is no definition, it is just, “*The Rundle Way*”.

As we further explore what “*The Rundle Way*” is, it is the living embodiment of our values, Pathways to Learning, and the rich fabric of our Rundle program.

At Rundle, our value statement is, “Together: Be Kind, Be Curious, Be Well”. We believe that these four values are the epitome of a fully realized, future-ready, person with passion and purpose. In our pursuit of these values, we are actively aiming for a pluralistic community who are committed to becoming a true culture of learning.

R+ follows our uniquely developed Pathways to Learning model. At Rundle, the three distinct, yet intertwined, Pathways to Learning are character, academics, and co-curricular. In our schools, we will always believe, “character comes first.” We believe we have not done our job if our students do not develop an altruistic mindset with a view to making their communities, locally and abroad, a better place. We know we want our students to pursue any post-secondary learning of their choice, and to this end, academics are at the core of our program. Our faculty work with students to help them reach their individual potential and celebrate with them when they do. Finally, co-curriculars are the balance of our program. Rundle offers hundreds of outside-of-the-classroom experiences that allow our students to explore their passions and share their talents.

Finally, the fabric of our Rundle program is steeped with a long history of school pride, engaged community members, and generosity. Over 2000 students have graduated from the Academy and College and our connected alumni network now extends around the world and across all industries. We often say, “Rundle is a K–Forever” program. The connections between our alumni, faculty, and staff remain strong and we continue to stay connected after graduation. We take great pleasure in celebrating our alumni’s success and we love to see where their journey takes them after Rundle. Our alumni’s contributions continue to enrich our school programs and our world!

Ultimately, R+ is a combination of all these factors. As much as we can aim to define it, it is when our values, Pathways to Learning, and fabric weave together as true excellence in each member of our school community, that we realize R+.

I invite you to further explore if R+ and Rundle is the right fit for your family and look forward to welcoming you to our Rundle community.

Sincerely,



Dr. Jason Rogers
Head of School
Rundle College Society

OUR PURPOSE

WHO WE ARE

Rundle is a private, coeducational, day school that was founded in 1985 by Dr. W. J. Collett and Dr. Rodney Conklin. Rundle provides an outstanding educational experience for over 1,200 students in kindergarten through grade 12. In addition to high academic achievement, Rundle's programs emphasize character development, leadership training and good citizenship. Small class sizes, dedicated teachers who are committed to making a difference in the lives of individual children, and reasonable tuition are attributes that uniquely define Rundle College Society.

Rundle reports to and is thoroughly inspected by Alberta Education and is a Registered Private School under Alberta's School Act and accountable to Alberta Education in delivering the provincial curriculum. All of our teachers are certified by Alberta Education, have earned their degrees and some, their graduate degrees. We are proud of our faculty and staff professional development program and are confident that we have some of the finest teachers in Canada.

Rundle's College Campus offers a traditional yet dynamic K–12 learning experience. Rundle Academy offers a personalized program for students in grades 4–12 with diagnosed learning disabilities and/or ADHD. Rundle Studio follows the same exceptional model as the Academy program providing a virtual program for students in grades 7–9 with diagnosed learning disabilities and/or ADHD.

Each program has its own unique environment in a small school community where every child is encouraged and where all achievements are recognized and celebrated.

As members of Canadian Accredited Independent Schools (CAIS), Rundle College Society meets the highest national standards in all aspects of programs and operations. Our school is committed to providing an unmatched educational experience.

The excellence of Rundle College has been repeatedly recognized by independent organizations such as the Fraser Institute, which consistently ranks Rundle College as a top private school in Alberta.

OUR PURPOSE

As education continues to evolve, we use these words to truly guide our decisions and aspirations in all that we do — everything links back to these core statements.

Our Mission

To create a nurturing, engaging environment that provides an enriched, personalized education, preparing students for an ever-changing world.

Rundle will:



Help students discover their potential;



Challenge students to attain their best; and



Celebrate with them when they do.

Our Vision

To develop inspired minds and unparalleled character.

Our Values

Together: Be Kind, Be Curious, Be Well

Our community embraces each of these values daily — inside and outside the classroom.

They are at the core of every student's Rundle experience.

Pathways to Learning Philosophy

Academics are at the core of our programs; however, at Rundle we aim for a balanced approach between academics, co-curricular, and character/leadership programs. We believe our students are so much more than just the grade on their paper and encourage them to develop many talents and choose kindness above all.

Pluralism

Rundle commits to maintaining an inclusive, equitable and multi-identity community in which each student will build intellectual and moral capacity, not only for school but also for life. Rundle alumni will enter the world as engaged citizens with inspired minds and unparalleled character, able to bridge differences and diverse points of view to meet the complex challenges of an ever-changing world. Rundle will foster an environment that embraces differences, honors identity and values full membership and belonging for all.

For further detail, refer to [Rundle's Approach to Pluralism: Making the Invisible Visible](#).

LEADERSHIP TEAM

2024-2025

Head of School	Dr. Jason Rogers
Head of Academics	Mrs. Nicole Jordan
Head of Operations	Mr. Gary Sylven
Head of Business	Ms. Donna Hall
Principal - Primary	Mrs. Lisa Danis
Principal - Elementary	Mrs. Nicole Jordan (acting)
Head of Years - Primary	Mrs. Joyce Van Rootselaar
Head of Years - Elementary	Mrs. Ashley Di Capua
Director of Elevated Opportunities	Ms. Heather Mayer

SCHEDULES

The Primary and Elementary programs operate on staggered schedules. For additional details, please see the [Primary Schedule 2023/2024](#) and [Elementary Schedule 2023/2024](#) documents. (These schedules will be updated for the 24-25 school year in August).

TRAFFIC ROUTINES

Full details can be found in this [College Traffic Routines](#) document.

We ask that visitors to our Rundle College campus role model safe driving for our student drivers on campus. Please obey all traffic signs and the direction of security guards and supervising staff who are present to aid with safety and traffic flow. We also ask our visitors to be patient during arrival and dismissal, as the safety of our students and staff is our paramount concern.

Traffic Keys to Success:

- **Arrive on campus no more than ten minutes before pick up time.** Arriving earlier will clog the roads due to interference with those already dismissed.
- Use turn signals at intersections so people can see where you're heading.
- Whenever possible, turn off your engine rather than idle.
- With multiple children, go to the zone designated for the youngest child.
- Load and unload quickly to keep the traffic flowing.
- Back into visitor stalls if you expect to leave during peak times.

Damage or Loss of Property to a Vehicle: Rundle is not responsible for any damage to any vehicles (student, staff, family, or any other visitor) on its property regardless of how the damage occurred, nor for the loss or theft of any property from any vehicle.

SCHOOL DISCIPLINE

Discipline at Rundle is based on the [Student Code of Conduct](#). Our goal is for students to develop self-discipline, responsibility and a positive self-concept. We believe that students are generally well behaved but at times may act impulsively or irrationally. Our approach to dealing with problems will reflect this belief.

The staff will endeavour to deal with disciplinary problems in an objective and professional fashion, treating each child in light of individual needs and considering each incident as a learning situation. Our goal in discipline is to develop the student's self-awareness and to ensure the student understands the impact of their actions on others. Teachers will administer consequences initially but if the frequency and/or severity of misbehavior increases, administrative intervention will occur. Serious offenses such as drug use or possession, aggression, major defiance and creating a threat to self or others will be immediately referred to administration for intervention. Parents and administration will be informed of all incidents requiring significant intervention.

Furthermore, Rundle has implemented a response to incidents using the principles of restorative justice. For additional detail, you are encouraged to explore [Restorative Justice](#) in more depth.

CHILD PROTECTION

Rundle is committed to doing everything possible to protect the safety and welfare of its students. This section presents a summary of the protocols in place to create a safe and respectful environment.

- Duty to Report Child Abuse
 - The *[Child, Youth and Family Enhancement Act](#)* imposes the duty to report on a person who believes a child is in need of intervention. It is mandatory to report, and permission is not required.
- Volunteers

- Volunteer Guidelines are in place to protect students. Volunteers must provide Rundle with a Police Information Check completed within the past 12 months.
- Volunteers must also report to the event leader as soon as possible if there is reasonable and probable grounds to believe a child is being harmed or in danger of being harmed.
- Hazing
 - Hazing involves traditions or rituals expected of someone joining (or maintaining membership in) a group or organization that humiliate, degrade or harm the person, but that are usually framed as community or team building.
 - No student shall organize, participate or engage in the hazing of another person.
- Reference Checks for New Hires
 - As a component of new staff reference checks, previous supervisors of prospective employees are asked directly if they have any knowledge if the candidate has ever been the subject of a substantiated report of child abuse or sexual misconduct.
- Staff Evaluations
 - Staff working with children must be especially mindful to maintain profession and appropriate boundaries with students and to complete child protection training (e.g., *Respect in Schools*).
- Risk Assessments
 - Child protection is distinctly considered in the creation of risk assessments for field trips. To mitigate risk, Rundle requires direct supervision of students by Rundle staff or else background checks for anyone working alone with students; child protection training for staff; and transparent and accountable practices.

SCHOOL UNIFORM

At Rundle, we foster a sense of school pride in our students through school uniforms. These instill a sense of responsibility for their attire and allow students to focus on what matters, academics and character building. Rundle has a dress code that will be maintained at all times. Students are required to keep their uniform in a neat and presentable manner.

Please use this [Uniform Guide](#) for a full description of all uniform requirements for the 2023 - 2024 school year.

Formal Uniform

Throughout the school year, students will be asked to wear their formal uniform to reflect the nature of the event. These will include:

- First Wednesday of the month for Primary and Elementary assemblies.
- Special celebrations, speakers or field trips, other events as requested by the school.

Footwear for School

To assist our custodians in keeping the school clean, students should have outdoor footwear and indoor dress shoes. Students will also require soft-soled, non-marking athletic shoes for physical education classes. **Please note that only black leather dress shoes are acceptable uniform footwear. This does not include black sneakers style shoes.** Students will be shown where they can put their outdoor footwear and where they can change into their indoor, uniform shoes. Outdoor footwear is not permitted in the hallways or classrooms.

Footwear Clarification

Each student has three different types of footwear

1. Outdoor Shoes - (*No Heels*)
2. Indoor Shoes - polishable black dress shoes (*Flats Only*)
3. PE Shoes - athletic wear (*No Heels*)

Accessories Clarification

- Jewelry – kept to a minimum, not to detract from the uniform and for safety reasons, is not worn in physical education classes. Please note the school is not responsible for storing or safe-keeping of jewelry, watches etc.
- NO ball caps or toques worn inside, with the exception of Be You Days when hats are permitted indoors.

Uniform Donation

Gently used, clean uniform items will be sold by our PAC at major events at Rundle College Collett building. Please drop off any items you want to donate to the main office.

Physical Education Uniform

The PE uniform must be purchased from the Top Marks store. Students change into their PE uniform for daily physical education classes. Each Friday, students are asked to take home the PE kit bags for washing and return on Monday. Fridays are designated as physical education uniform days for the 2023-2024 school year.

Physical Education Uniform

Each month, the school designates a Be You Day. On this non-uniform day, students are encouraged to be themselves and celebrate their identity through their clothing.

We ask parents to ensure student clothing is school appropriate on Be You Days

- no offensive graphics
- no jeans that are overly ripped
- modesty is maintained

Each student will be able to celebrate their birthday with a Be You Day. Students and parents are asked to discuss with the homeroom teacher when an appropriate birthday Be You Day may take place. Student birthdays that are over holiday or weekend times will be able to participate on an alternative day, provided it is not a full uniform day.

Rundle Spiritwear

On designated days each month, students will be permitted to wear a Rundle branded sweater or jersey over their uniform. These days provide an opportunity for every student to embrace Rundle spirit, regardless of the activities they are involved in.

This includes:

- Rundle Spirit Wear items purchased from the Summit Store (the online store is open at various times of the year.
- Items connected to a particular Rundle College team or club.

House Shirts

Students are asked to wear their House Shirts (provided by the school in the first year of enrollment) on school-wide House Shirt Days and for House events throughout the school year. Families will be notified of these events on the [Events Calendar](#) and in the Principal's Update newsletters on Fridays. Additional House Shirts may be purchased through your [Top Marks account](#).

Used Uniforms

Uniform sales are held throughout the year. Dates will be noted on the school calendar which can be accessed through the [MYRUNDL](#) portal.

Labeling Uniform and Personal Belongings

All school clothing and personal items must be labeled. Every year many uniform and personal items are left in the lost and found and later donated. In order to help us return lost items to students, please ensure all school and personal items are well labeled with your child's first and last name.

ACADEMIC PROGRAM

Overview of Program

Our academic program is based on the Alberta curriculum and enriched by our homeroom teachers. Teachers plan interdisciplinary programs that weave core subjects with art, music, French, physical education and social-emotional learning. We offer a well-rounded program that includes a strong character program.

The teaching staff look for unique learning opportunities that allow for hands-on exploration, problem-solving, deep thinking and challenge for every level of learner. While planning, teachers take students' interests and talents into consideration to find connections and create an engaging learning experience. As well, teachers look at the specific needs of the individual student and help them set appropriate and challenging, yet attainable goals.

In the K-6 program, we personalize the learning experience for each student to help them achieve their individual potential. This takes place within the educational program and experiences at school, but also in the caring and nurturing relationships that our teachers and staff build with our students.

Assessment Practices

At Rundle Primary and Elementary, teachers employ a variety of personalized and constructive feedback throughout the year. This includes in-person opportunities for students to demonstrate their learning and understanding.

Prior to instruction, benchmark assessments are completed to determine each student's knowledge and understanding to inform the teacher's practice. Formative assessment or "assessment for learning" includes teacher feedback, ongoing assessment for learning such as interviews, self-assessments, check-ins with the teacher, exit slips or low stakes quizzes or polls. Formative assessments are designed to check student understanding along the way to guide future instruction and to offer students timely feedback for improvement.

Formative assessment also allows teachers to improve their teaching and for students to improve their learning by identifying strengths and areas in need of growth. Teachers can then target instruction and tailor their program for effective instruction.

Summative assessments or “assessment of learning” is conducted after a period of time to determine a student’s development and to outline future teaching practice. Summative assessment may include quizzes, tests, projects, interviews or written work. Teachers use summative assessment to determine skill acquisition at the end of a defined instructional period.

Reporting Periods

There are two formal reporting periods in our K-6 Academic year.

Term report cards will be issued throughout the year. The first report card is issued before the winter break and the second report card is issued at the end of the school year in June.

Traditional Parent/Teacher interviews conferences will follow the first term report card reporting period. Mid-year there is an informal reporting period consisting of portfolios, a Celebration of Learning (student-led conference) and a comprehensive parent-teacher conference.

Assessment of Learning

Reflection or “assessment as learning” is a fundamental part of the K-6 program as it allows both students and teachers to reflect on the learning process and determine how they can improve moving forward. It also provides increased ownership, understanding and self-awareness. All types of assessment are important as they are a means to collect detailed information that our teachers then use to help their students set meaningful and specific goals, and to continually improve programming.

Early Literacy Intervention

We believe that offering early literacy intervention is imperative to ensuring each student has a solid foundation in both reading and writing. Student Services works with students who need additional support by providing individualized, student-centered activities that target key concepts that a student may need more time practicing. These sessions take place both one-on-one and in small groups (2-3 students max) on a weekly basis. The homeroom teacher and Student Services work together to coordinate a time that least impacts the student's daily schedule.

Learning Commons (Library) Services

Our robust book collection is constantly growing, and includes books and genres that have been hand-selected based on students' interests and program topics. The Collett Teacher Librarian collaboratively plans with the homeroom teachers and provides literature suggestions that enrich our program across all subjects areas. Students meet with our Teacher Librarian in the Learning Commons for a personalized lesson that is aimed to enhance and extend the learning taking place in the classroom. Library classes include, but are not limited to, conducting research and evaluating information. As well, our Library Services supports students in selecting good fit books for their home reading program.

Homework

Homework is a regular part of our K-6 program. In Primary, much of the homework is based on reading, spelling support, and math practice. In Elementary, homework includes regular math, reading, writing and unfinished work in the time allotted in class and reviewing for assessments. The amount of homework should not, on a regular basis, exceed 10 minutes per grade (ie. Grade 4 – 40 minutes; Grade 5 – 50 minutes; Grade 6 - 60 minutes) each evening. **The time commitment of homework varies with the learning needs of each student and is dependent upon special events, assignments, projects, etc.**

Monday to Thursday, homework guidelines:

- Kindergarten 10 minutes
- Grade 1 10 minutes
- Grade 2 20 minutes
- Grade 3 30 minutes
- Grade 4 40 minutes
- Grade 5 50 minutes
- Grade 6 60 minutes

Home Reading

Students are expected to read 10-20 minutes per night in Primary, and 20-30 minutes in Elementary. Home reading includes silent reading, reading to a parent, listening to a book online and being read to. The more exposure to books and reading, the better!

Parental Assistance with Homework

Parents are an essential part of the education team. Support and input in the area of homework are integral to a child's success in the school setting. Please note the following ways that parents can support a healthy homework routine for their children:

- create a daily routine that includes time for homework.
- provide ongoing positive reinforcement/offering suggestions.
- quizzing your child for tests.
- set up a quiet workspace, free of distractions.
- be aware of and monitor the agenda to ensure homework is being completed.
- contact the appropriate teacher if your child is having difficulty with the homework.

Academic Attendance

As per the Statement of Understanding acknowledged and signed during the Admission process, extended vacations or vacations taken during instructional time are not encouraged. Teachers are not able to provide personalized support or prepare special work to accommodate for learning loss due to a non-medical absence. General day overview and assignments will be posted on Canvas.

If students are absent and well enough to do school work, they can access much of their school work, complete it most often with parent support, and submit it to their teacher upon their return to school. As work is posted, teachers are not able to prepare personalized homework packages nor are they able to offer personalized tutoring upon return to school to enable a child who has been absent “catch up.”

Class Placement

As educators and professionals, our teachers and administration work collaboratively to determine the best learning environment for your child and for the rest of the children in each grade. Decisions on class placements for each individual student are based on a thoughtful and thorough process that involves an array of criteria including academics and social needs, strengths/challenges, class dynamics and uniformity of the classes. Your support in respecting this process is appreciated.

PARENT COMMUNICATION & CONNECTION

Parent Connection Opportunities

Throughout the year, there are a number of information sessions and opportunities for parents to connect with teachers, other parents, and administrations either in person at

school or virtually. Some of these events include Meet The Teacher, School Productions, Parent Socials, and Parent Teacher Conferences. In addition, parents may contact the school to arrange an appointment to meet with a teacher or the administration.

Weekend Updates

Every Friday, the Principals, the Head of School or Student Services sends out an email correspondence outlining key pieces of information and reminders for the week ahead. As well, photos of each grade engaged in learning are shared. This summary helps keep parents informed week-by-week of school-wide events and the incredible learning taking place in our classroom.

Canvas

For 2023/2024, all school divisions in Rundle Society will be moving from a Google Classroom to Canvas platform for course management, communication and more. We will offer support to our parents and students as we transition to this new communication tool.

SchoolMessenger Updates

School Messenger is a message notification provider that the school will use to inform parents of important and time sensitive information as well as general updates.

Student Agendas

Students in grades 1 - 6 will receive a student agenda to enhance home and school communication. They are required to take their agendas home every day for parents to read and initial. The purpose of the agenda is to ensure regular communication between home and school regarding homework assignments, concerns, and reminders. Parents

should feel free, at any time, to use the agenda to communicate with their child(ren)'s teacher.

Important School Websites

CANVAS

We have moved to Canvas as our new Learning Management System (LMS) across Rundle. Canvas has replaced Google Classroom and Moodle and allows us to integrate with additional educational software to provide an engaging and collaborative platform between students and teachers. Students will continue to use Google Drive and other Google applications to do their daily classroom work.

Why use Canvas?

[Canvas](#) keeps all of this information in one place and provides simple tools to keep families, teachers, and students connected when questions arise. The platform allows for differentiation, utilizes built-in tools to allow for collaborations and discussions to deepen student learning and engagement, provides integrations with interactive classroom tools in the classroom, and provides opportunities for meaningful feedback.

Student Grades

Student report cards will remain accessible through [PowerSchool](#). PowerSchool will continue to be our main communication tool with Alberta Education for grades and personal information required to attend school in Alberta.

Parent/Observer Users

Canvas enhances the potential for parents to engage in their children's education by viewing course content (due dates, assignments, course modules, etc.) and receiving communications for student activities.

Parents (guardians) can pair by creating a Canvas "Observer" account that is linked to their student(s) account. A parent must "PAIR" with their student by following the [Observer Pairing Code Guide](#). Primary and Elementary families will receive a Pairing

Code from their child's teacher. Junior and Senior High families are to use the Observer Pairing Code Guide to obtain a code with their student(s).

The Canvas Parent App can be used by any Canvas user with an observer account and is available for Android and iOS devices as an app or directly via a web browser on your desktop/laptop (more details are available in the [Observer Pairing Code Guide](#)).

MyRundle

As we expand our use of Canvas, we are moving over all school-pertinent information currently on the [MyRundle portal](#) to Canvas, which you will see when you log in. When this migration is complete later this fall, MyRundle access will be removed. It will be beneficial to ensure that at least one parent per family is engaged on Canvas to be sure that important information is easily accessed.

PowerSchool

PowerSchool is a widely used web-based Student Information System (SIS) supporting school districts in over 65 countries. Students and parents are able to access PowerSchool from their home computers to get real time reports of student grades, attendance, schedules, announcements and more. **All families are asked to fill out the medical information form in [PowerSchool](#) and ensure all information regarding medical concerns are included and updated here.**

Calendars

Our school calendars for the year can be found on the [MyRundle Website](#) under Rundle School Calendar. Please use the drop down menu to select the [K-3 and 4-6 calendars](#). Here you will find the most up to date calendar which best reflects the schedule, activities, and special events of Collett school.

NOTE: For detailed school schedules, please refer to the [Rundle Events Calendar](#).

Rundle College Annual General Meeting

The AGM of the Rundle College Board of Directors takes place each year, with the date and location communicated to the Rundle community through email correspondence one month in advance.

PARENT ADVISORY COMMITTEE (PAC)

In an effort to include parents in various activities to support the school in its endeavors to provide excellent programs and services, a Parent Advisory Committee (PAC) has been established. Families will be contacted by our Volunteer Coordinator early in the year to allow parents to sign up to volunteer for specific areas. The first **PAC Meeting** will be scheduled early in the school year. Everyone is welcome to attend. A PAC fee of \$50.00 will also be added to PowerSchool accounts to support initiatives led by the Parent Advisory Council. Examples of past initiatives include social events to welcome new families, sponsorship of SoundKreations dance workshop residency or the Spring Fling event.

PARENT VOLUNTEER GUIDELINES

Please review the Parent Volunteer Conditions and Expectations for Parent Volunteers [here](#). Information about Police Information Checks can also be found in this linked c

CO-CURRICULAR OPPORTUNITIES

Rundle offers many opportunities for students to engage in athletics and other clubs, activities and events.

Athletics

Rundle K-6 students may participate in some of the athletic activities through c.Labs. More information about sport offerings through c.Labs after school programming will be shared by Elevated Opportunities throughout the school year.

Grade 6 Athletics

Grade 6 students may choose to participate in seasonal developmental sport teams including Volleyball, Basketball and Soccer.

Clubs

For 8 weeks in the spring, students in K-6 will have opportunities to join teacher-led clubs including a variety of fun experiences including Coding, LEGO, mindful colouring, soccer and more!

STUDENT SERVICES

The quality of the Student Services offered in a school has a dramatic impact on its culture and environment. Students need to feel supported personally, emotionally, academically, and in terms of their future education.

The school counsellor is instrumental in providing this support in a timely and meaningful manner. All faculty maintain a strong working relationship with the school counsellor to communicate any pertinent student concerns or observations.

Our K-6 Learning Strategists work closely with homeroom teachers to support students academically, in both small groups and one-on-one. Homeroom teachers will work with parents to discuss the nature and frequency of academic support that a child may receive from our student services team.

Confidentiality

Students are informed of confidentiality and the limits of confidentiality during the initial session. Professionally acquired information is kept confidential. Information is not shared with third parties unless the student provides informed consent or a professional or legal obligation exists that requires that the Counsellor share such information without the student's consent.

Professional or legal obligations include such situations as when:

- the school counsellor believes that the student is in danger of hurting himself/herself or someone else.
- the student discloses child abuse.
- a judge orders the disclosure.
- the school counsellor discusses a situation with another counseling professional as a consultation.

For additional details about Rundle's counselling services in particular, please review [this document](#).

PSST World - Report It!

[Report It!](#) is a secure, anonymous, and confidential safety tip line. You do not have to provide your name unless you want to. The report will be forwarded to the proper adult to help resolve the situation.

Tips are only monitored during your school's operational hours. If this is an emergency or you or someone you know is in danger or harm's way, please call 911 immediately.

Guidelines For Anaphylaxis

Please be aware that there are some students in our school community that have very serious, life threatening allergies to peanuts/nuts. They can go into anaphylactic shock if

they ingest or touch a nut product. Anaphylaxis is a medical condition that causes a severe reaction to specific foods and can result in death within minutes.

Please find the [Rundle Society Anaphylaxis Guidelines linked here](#).

The school has taken precautions to minimize the chances for exposure to allergens in the school environment. Through educating the students, ongoing discussions within our school community, and posting “No Nuts Allowed” signs, we will curtail the chances of accidental contact with these dangerous foods.

We ask all parents in the school to be cognizant of the dangers and help us by not sending nut products for lunches and snacks with your children.

Staff are trained in the use of the “Epi Pen”, an adrenaline injection, to be used if an allergic reaction begins to take place. Parents of children with allergy concerns will need to fill out a medical form which will be sent out the first week of school. **All families are asked to fill out the medical information form in [PowerSchool](#) and ensure all information regarding medical concerns are included and updated here.**

Medication

Please keep your child’s teacher, or the school nurse if you feel there is a need for confidentiality, informed of ongoing medical concerns and medical needs.

Medication can not be kept in backpacks; it must be given to the front office each day for safety reasons. Young children must be supervised taking any medication; other children may find someone’s medication and be tempted to take it themselves.

It is requested that medications be kept in their original prescription packaging with the doctor’s prescription written on the label. Students may not take any medication (lozenges, Tylenol etc.) without the notification and supervision of the staff.

Dispersion of Medication Procedure

Rundle [medication dispersal policy](#) outlines the parameters of providing medication to students in various circumstances.

Medical Emergencies

Any health care provided to your child by Rundle staff will be in the nature of basic first aid treatment. In the event of an accident or sudden onset of illness, the school will not hesitate to seek the necessary care for your child. Parents or guardians will be notified immediately. In case of a severe accident, emergency services will take your child directly to the Alberta Children's Hospital where you can meet your child and the supervising teacher. With this in mind, it is imperative that you keep the emergency contact information at the school up to date.

In the event that you cannot be reached, your emergency contact person will be notified. Please ensure that your emergency contact is aware of this responsibility.

ADDRESSING CONCERNS

To be successful, Rundle needs and expects the cooperation of its parents who should understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the school and its parents form a powerful team with far reaching positive effects on children and the entire school community.

In any school setting, there are concerns that need to be addressed. The Rundle College K-6 program has a process that our parents are requested to follow.

1. Discuss the concern with your child's homeroom teacher. Your child's homeroom teacher is always the first point of contact.
2. If you feel there are persistent concerns that are not being addressed to your satisfaction with the homeroom teacher, please contact the Principal.
3. If your concern is related to student support, please reach out to the student support professional working with your child, or the homeroom teacher.
4. If your concern is urgent and related to emotional well being, please contact the School Counsellor.
5. All Child Care concerns are directed to the Director of Elevated Experiences.

While teachers are happy to speak to parents on an ongoing basis, they are not always available. To discuss concerns, please arrange a mutually convenient appointment time with your child's teacher.

Email Communication/Phone calls/In person Meetings

Email is used to keep parents apprised of class, school and society wide information. Parents may also email the teacher of school for information purposes such as informing the teacher of a doctor's appointment or an early pick up. **However, it is important to note that email is not to be used to address concerns. We strongly believe the best way to attend to concerns is through a pre-arranged phone call or meeting.**

We ask that parents refrain from lengthy emails regarding concerns for student behaviours or academics. Instead, we ask you to book a meeting with your child's teacher to discuss your concerns either over the phone, or in person. In person meetings or phone calls are a more productive and successful way to discuss concerns.

Use of Email

As email has become a popular way to communicate between teachers and parents, our policy dictates that teachers will have a 24 hour window in which to respond to your

email. In addition, teachers will not be required to check their emails during the evening or weekend hours.

Teachers will use email to communicate important information about schedules, field trips or reminders. However, they will initiate in person conversations to discuss student concerns or progress.

Communication Hours

As a school community, we have set a 'quiet' time where we ask that all communication of a non-emergent nature be avoided. Our communication downtime hours are: **Monday - Friday 7:00 am - 7:00 pm.**

ATTENDANCE AND LATES

Late Policy

Punctual and regular attendance is important and we encourage our families to do their best to ensure their children attend school and are on time. **Late arrivals are disruptive to the class and stressful for the student.**

It is important for students to arrive on time as it sets them up for greater success for the day. Furthermore, punctuality shows respect and kindness towards their fellow students and teachers. In the Primary division, students may enter the building between 8:10 am and 8:25 am, allowing them to have much time to get organized and set up for the day. In the Elementary Division, students enter the building beginning at 8:15, with classes beginning at 8:20 am.

If your child is late, please direct your child to the main office. We will monitor students who are habitually late or absent and will speak with parents if there are concerns. Please call (403-282-8411) or email the office at hewlett@rundle.ab.ca by 8:30 am to let

us know if your child is going to be late or absent. You will receive a phone call from the office by 9:30 am if your child has been recorded as absent and you have not contacted the school.

Students are considered late if they are not in their classroom by the start of Period 1 in both divisions.

ARRIVAL AND DISMISSAL PROCEDURES

Each day, students are dropped off at their designated drop off zones, starting at 8:05 am to their designated drop off zones. Our staff begin supervision at 8:05 am and at the island crosswalk and sidewalks, and on Hauk Field (Elementary students only).

Primary students may wait outside of their entrance zone area until the doors open for them to enter the school building at 8:10 am. Elementary students may go to Hauk field until the first bell rings at 8:10 am.

Unless your child is participating in the Child Care Program, please do not drop off your child before 8:05 am. For further information regarding traffic routines, please refer to the [MYRUNDLE](#) portal.

Children are expected to enter the school building independently, through their assigned doors and, with teacher support if needed, to get themselves fully organized for the day. Independence and responsibility are important values at Rundle College Primary and Elementary schools.

Dismissal Procedures

The students are dismissed in two waves, based on Kindergarten students who do or do not have older or younger siblings in a different division. Arriving on time to pick up your child is important as it sets up your child for success at the end of the day. The school

requires notification if families are more than 5 minutes late due to an unforeseeable circumstance.

Parents are reminded to pick-up and drop-off students in their dedicated zone areas. There are three zones

Dismissal Time M-Th	Dismissal Time Fri.	Who
2:45 pm	12:30 pm	Kindergarten students without siblings.
3:05 pm	12:50 pm	All remaining students.

Door Pick Up Locations

Please remember siblings will go to the youngest child’s entrance/exit doors for pick up:

- K - Kindergarten wing entrance
- Grade 1 - Grade 1 wing entrance, front of Collett building
- Grade 2/3 - Grade 2/3 wing entrance, front of Collett building
- Grade 4, 5, 6 - Grade 4 wing entrance, back of Collett building

Parking and School Zones

For safety and traffic flow, we ask that you drop off your child to their respective drop off zones and then depart. Unless students are in a car seat, please allow children to independently exit the vehicle. As well, be advised that there is no parking for drop off or pick up. To ensure the safety of all children, it is imperative that all parents and caregivers drive slowly and carefully around the school property and respectfully obey the traffic signs, traffic laws and adhere to the assigned drop off zones, moving forward in the queue to keep traffic flowing.

No Idle Zone

To support our environmental stewardship program and to keep our staff and students safe, we have adopted a no-idle parking lot. If you are coming to the school and waiting in our drop off and pick up zones, we ask that you turn off your vehicle.

Authorization to Pick up your Child from School

Please inform the school office if there is going to be a change in the normal drop off and pick up routine for your child. If there is a person other than the parent picking up your child, please inform your child's homeroom teacher. Should your child be going with another parent (e.g. playdate), please be sure that the office and/or teacher has been informed in writing (e.g. email, note in the agenda). This is very important as children will not be released to any unauthorized individuals. As well, for students that need to be picked up during the school day for an appointment, please inform the teacher well in advance so that your child is prepared and ready to go versus contacting the office at the last minute. Students must be signed in and out at the office (by a parent in the Primary Division) if late or for appointments that occur during school time.

Off Campus Rules

Students in K-6 are not allowed to leave school grounds during the school day. Exceptions would be if the parent/guardian of the child or any other adult with written or verbal consent from the parent is with the child.

USE OF ELEMENTARY SCHOOL IPADS

The one-to-one iPad program at the Elementary allows students to have access to an iPad at any point during the school day and evening if needed. Please review these [expectations](#) for further details.

USE OF PERSONAL TECHNOLOGY ON CAMPUS

We encourage students in the K-6 program to refrain from bringing personal devices (smart watches and phones) to school. **The use of these devices is not permitted on campus (Collett and Conklin) during the school day, and in after school programs including c.Labs and Child Care, for any student in K-6.** If it is absolutely necessary that your child carry their personal phone in their backpack for medical or safety reasons, we ask that they remain in the child's backpack until they are off school grounds (this includes the Conklin campus).

The school is not responsible for lost or stolen items. Any student using a personal device during the school day will have it confiscated to be returned to a parent or guardian.

Use of School Telephones

Students require the permission of their teacher before they may use the telephone. It must be used only for necessary conversations. Please try to make arrangements with your children in advance (e.g., pick up times, visits with friends, etc.)

POLICIES AND PROCEDURES

Risk Management

Rundle has a comprehensive risk management program. Please review our [overview](#) for further details.

Bullying

At the same time, bullying can be both a reprehensible act and a complex behaviour with multiple variables. The aim of [this document](#) is to share Rundle's approach to bullying and to provide understanding and transparency to our community.

School Closures/Winter Weather

Notification of school closure due to severe weather conditions or other issues will be posted on our website and parents will be notified through SchoolMessenger, our communication system. If you feel driving conditions or low temperatures are too risky for you, please use your discretion and keep your child home. Please do not feel compelled to get young children to school under severe weather conditions.

We encourage all Rundle College K-6 families to use their best judgment when it comes to safety. Please be sure your child has dressed appropriately for the weather conditions when coming to school this week. **If you do not feel comfortable transporting your child to school during these frigid days, please contact our front end staff at 403-282-8411 and inform them that you are keeping your child home.** At the end of the day, staff will have students dressed in their winter gear and kept inside near the exit doors. As parents arrive at the pick up zone, students will be escorted outside.

WEATHER POLICY - SUPERVISION AND RECESS

As we live in a climate of weather extremes, our protocol on exceptional weather days for recess and supervision purposes is as follows:

Temperature (includes wind chill)	Recess
-20 degrees and below	Indoor

Note: We will be slightly flexible with these temperatures.

The temperatures will be assessed, when necessary, by administration. We will coordinate the temperature using our mobile weather station here at the school and Environment Canada reports.

Be sure your child is dressed appropriately for the weather. We do expect that children will go outside during recess periods. A warm jacket or coat, hat, snow pants, gloves or mittens, and boots are a must in cold weather or a rain jacket and umbrella for rain.

Students go outside during rainy weather, please ensure your child has appropriate attire for rainy days. Umbrellas are permitted.

Extreme Cold Weather Protocols

When the temperature reaches -20 degrees Celsius or colder with the windchill, the following practices will go into place.

1. Recesses will take place indoors.
2. Staff will not be required to be out on supervision if the temperature goes below -25 degrees Celsius.

Extreme Cold Weather - Drop Off Procedure

Parents will drop off their children in their regular locations except they will enter any school door that is closest to their drop off location.

Extreme Cold Weather - Pick Up Procedure

'K/1 or Gr2/3 Zone' Students - Your children (both Primary and Elementary) will meet at the assigned drop off zone doors and wait for you to come in and pick them up. (ie., entrance/exit doors as per regular pick up locations.)

'Island Pick Up' Students - Will be at the main entrance and staff will escort them out to the island to get into their car.

'Walk to Conklin' Students- You may choose to pick up your children at the island during the cold snap following the same routine as the island pick up students.

Air Quality

On days when the air quality index starts to rise, Rundle has protocols in place for staff to adjust physical outdoor activities accordingly. Read our [Air Quality Health Index document](#) for additional details.

Polar Bear Club - Elementary

In the Elementary Division, students may sign up to be a part of the Polar Bear Club. These students are required to have parents consent to go outdoors for play in colder temperatures in the ranges of -20 to -25 degrees. Staff will ensure that students are wearing the appropriate clothing and supervise students for outdoor activities.

HEALTH AND WELLNESS

General Health Guidelines and Expectations

For the health, safety, and consideration of all children at school, any child who is not well enough to participate in daily school activities should remain at home. As well, should your child be in contact with a communicable disease (eg. Measles, Chicken Pox, Fifth Disease), it is important to notify the office immediately. The school must notify the AHS health nurse and where necessary, advise the school community to help keep contagious diseases in check. If your child has a communicable disease, we ask that they stay home until they are no longer contagious.

If a child is observed by staff to be exhibiting any of these symptoms on arrival at school or is told by a parent that they have any of the described symptoms, the staff will request that the parent or caregiver take the child home. If the child is observed by staff to be exhibiting any of these symptoms during class time, the parent or caregiver will be notified by phone and asked to pick up the child immediately. Parents may return their child to the program if the child has been symptom-free for 24 hours or upon proof of

health in the form of a doctor's note. If a parent fails to arrange for the immediate removal of a child, the emergency contacts listed on the child's classroom forms will be contacted in order and asked to remove the child from the program.

Head Lice

Head lice are most often spread through direct head to head contact. It is [recommended](#) by Alberta Health Services that parents of primary and elementary age children complete weekly lice checks.

If head lice is identified, the parents should notify the Principal or school nurse. They will not share any individually identifiable information with others. The student may continue to attend school; however, it is expected the treatment recommendations from Alberta Health Services or a health care provider will be initiated by the child's parents as soon as possible. Rundle will send a lice awareness information package to all families in September and January of each school year. The school may redistribute this package throughout the school year to individual classes if head lice is identified in two or more students in the same class.

Potential Health Risks

A child will be deemed unable to participate in the program should they display any of the following symptoms:

- vomiting
- diarrhea
- a new unexplained rash or cough
- they require greater attention than can be provided
- without compromising the care of other children in the program
- display any other illness or symptom that a staff member knows or believes may indicate that the child poses a health risk to people on the school's premises

Supervised Care for Sick and Injured Children

A sick child will be kept as far away as possible from the other children in the program while being directly supervised by a staff member. Sick and injured children may be taken to the main office area/infirmery where a first aid station is provided, as well as seating for children to wait until parents arrive to pick them up. A staff member will supervise the student until a parent or caregiver arrives. Please arrive within one hour of the school notifying you of your child's sickness or injury.

Animals in Schools

Providing for the inclusion of animals in schools is recognized as an opportunity for significant, motivational experiences that enhance learning. The inclusion must take into consideration the health and safety of students, staff and animals.

Dogs are not permitted on school grounds in accordance with the City of Calgary Bylaw 47M2021 (13.1.a) with the exception of accredited Service Dogs accompanying an individual: The owner of a dog must ensure that such dog does not enter or remain in or on a school ground.

For further details, please refer to [Animals in Schools](#).

Bringing Toys to Schools

In the Elementary division, students are asked not to bring toys or trading cards with them to school. Students are welcome to bring a ball with them for use at recess provided they are responsible for their care and storage. An exception to this is when a teacher invites a student to bring an object from home as a part of an academic experience.

In the Primary division, students are not permitted to bring cards, sports equipment or toys to school to sell, trade, share or show. The school provides an array of field games and sports equipment for such as soccer balls, basketballs, skipping ropes, shovels in the winter, sidewalk chalk, and so forth,

Students in Child Care are able to bring one toy to play with on Fridays only. They must be able to store this toy in their backpack so that it is not a distraction during the school day.

Gymnastics or Acrobatics at School

We are aware that many of our students participate in competitive and high levels of gymnastics, cheer, and acrobatics outside of school. In order to ensure the safety of all of our students who might try to mimic the moves they see others do, we ask that pyramid building, gymnastics tumbling and other high risk movements (especially when the student is inverted or upside down) not take place on school grounds, at recess or during Child Care. Our teachers are not qualified to supervise this level of athletic risk on our campus.

From time to time, special programs (for example, Physical Education classes with Fit Set Ninja) will provide opportunities for all students to safely practice more challenging balances and movements under the supervision of qualified instructors.

Health and Safety Program

As directed by Bill 30, 'An Act to Protect the Health and Well-being of Working Albertans', Rundle has established, in consultation with the Health & Safety Committee, a health and safety program that includes the following elements:

- a health and safety policy that states the policy for the protection and maintenance of the health and safety of Rundle employees;
- identification of existing and potential hazards to employees, including harassment, violence, physical, biological, chemical or radiological hazards and measures that will be taken to eliminate, reduce or control those hazards;
- an emergency response plan;
- a statement of the responsibilities of Rundle leadership and staff;
- a schedule and procedures for regular inspection of Rundle facilities;
- procedures to be followed to protect the health and safety when another employer or self-employed person is involved in work at Rundle, including criteria for evaluating and selecting and for regularly monitoring those employers and self-employed persons;
- health and safety orientation and training;

- procedures for investigating incidents, injuries and refusals to work;
- procedures for staff participation in health and safety, including inspections and the investigation of incidents, injuries and refusals to work;
- procedures for reviewing and revising the health and safety program if circumstances at Rundle change in a way that creates or could create a hazard to staff;
- any elements set out in the regulations.

The health and safety program must be reviewed every three years or more often if there is a change in circumstances at Rundle that creates or could create a hazard to staff, and revised as appropriate.

SNACK, LUNCH AND FOOD PROTOCOLS

Students are expected to eat nutritiously at school, fueling both their brains and their bodies for optimum learning. Thus, lunches and snacks are expected to be healthy and nut free.

Allergy Awareness

We are a nut aware school. This means students are not permitted to bring snack or lunch items that contain nuts or products to school or on school property.

We have a number of students who have allergies to various foods. One of the most serious allergies is to peanuts/nuts and we realize that contamination from a very small amount of peanut/nut products can lead, for some students, to a severe, life-threatening allergic reaction.

Students are not permitted to share snacks or lunches with their classmates. Please be cautious with granola bars, cookies, bread, and crackers. Our aim is to provide a safe and caring place for our students, and we will work with students and families who have health concerns to accommodate their needs. Please keep us informed about any

allergies or other health concerns your child may have. Your awareness, support, and consideration is appreciated.

Microwave Usage

There are no microwaves available for the Primary students. Please send your child a cold lunch or thermos and any additional items they may need, such as cutlery.

Students in the Elementary division are permitted to use the microwaves to have a hot lunch. They may not be used at snack time. We ask that parents please send lunch items to be heated in microwave safe containers, and not plastic bags.

Lunch

Students in K-6 have 20 minutes to get settled and eat lunch in the Collett building Great Hall and are supervised by our staff. Microwaves are available for use by grades 4-6 students only. Please send eating utensils to school with your child, as we will not be able to share these items. If your child forgets their lunch at home, our front office staff will help them to call you to arrange delivery of lunch items. On rare occasions, we can provide a student with a cup of soup to eat, however, we ask that this not be a regular occurrence.

Snacks

Students are permitted to eat snacks at a designated snack time, just prior to morning recess. Microwave use will not be permitted at this time.

Birthday Celebrations

We recognize that birthdays are very special and we enjoy celebrating these days with your child. When it is a child's birthday, they are invited to dress in their "Be You" attire. If the student's birthday is not on a day that works with the homeroom schedule, then it will be celebrated on a different day.

Families often request to include food as part of their child's birthday celebration at school. In the younger grades, it can be a challenge to maintain safety in regards to potentially unknown allergies and food sensitivities. By the time students reach the older grades, these food limitations have likely become known and the students are also developmentally mature enough to understand allergies and they can communicate appropriately about foods that they cannot or should not eat. For this reason, **families of Primary students are asked to not bring any food to school to share with others on birthdays.**

Families in the Elementary division may provide a birthday snack for everyone in the child's class. Parents should arrange this ahead of time (at least two days) with the homeroom teacher. Examples of recommended healthier snacks include fruit, vegetables, cheese and crackers, and baked goods such as muffins and rice krispie squares. All snacks must be peanut and nut free. Frozen snacks (ice cream, popsicles, slushies), chips, chocolate and other candy are not permitted. If a student in the class has an allergy or sensitivity to the food being brought in (e.g., dairy, gluten), we will provide an alternative selection for the impacted students.

If your child has a specific food preference, allergy or prefers to not receive birthday snacks from other parents, we recommend providing your homeroom teacher with a small bag of snacks that your child may enjoy during birthday and classroom celebrations this school year.

Sometimes parents of students with birthdays would like to host a birthday party and invite other children to their homes or elsewhere. For privacy reasons, Rundle cannot provide the personal contact information of other families. If a family is going to host a party and hand out invitations, please be inclusive to the students in the class so that no children feel left out. In other words, to model kindness it would be best to invite everyone (e.g., the whole class, all the boys or all the girls) rather than choosing only a selection of closer friends.

Emergency Evacuation Drills/Lock-Down Drills

The safety of all students and staff at Rundle is of great importance. To that end, we have worked to establish appropriate safety measures for the various situations that may occur and affect our staff and students. Rundle Society and its school divisions follow the training and procedures laid out in the [Hour Zero](#) School Emergency Program.

Evacuation drills are a long-standing expectation of everyone who congregates in a setting such as school. We have a minimum of six evacuation drills each school year. Our students and staff treat each drill as though it was the real thing and we are very proud of their performance during those drills. Teachers have class lists with them and attendance is always taken. Parents or other visitors are expected to evacuate the building when the fire alarm is sounded.

It is a reflection of the changes in our society that we must add variations to our safety drills. We would like to inform parents that we will be discussing and practicing a drill known as “lock-down.” The teachers will instruct students regarding their role during a drill of this kind.

The procedures our school is expected to follow include closing and locking all doors, both inside and outside and keeping staff and students in rooms while the office contacts 911 with details. The role of everyone in the building is to remain quiet and calm until they are notified of an “all clear.” No one is allowed to enter or leave the building during a lockdown procedure.

We will also be practicing a silent evacuation during the school year. A silent evacuation drill operates exactly the same as a drill, without the alarm going off. While practicing our silent evacuation, we will not actually walk to the evacuation location, but will move toward the outer perimeter of the school grounds and will ensure we account for all students.

For your information, the emergency evacuation location for Rundle College Primary and Elementary is Rundle College Junior Senior High School (7375 17 Ave. SW) and/or Ambrose University (150 Ambrose Cir SW, Calgary, AB T3H 0L5)

As we continue to refine our school safety procedure, other safety precautions we now have in place include

- **Locking all doors**
- **A Fan Out Email Procedure** – has been established to ensure clear and swift communication with parents in the event of an emergency (Evacuation/Lockdown).
- **Visitors & Volunteers** – are expected to register at the office and wear name tags at all times while in the school.
- **Guest teachers** – are provided with emergency information upon entering the school.
- **Parents entering school buildings during a lockdown** – if the office blinds are down and office doors closed, vacate the building immediately as lockdown procedures are in effect.

Teachers will be thoroughly reviewing emergency plans with the students.

SPECIAL CASES AND ACCOMMODATIONS

Rundle College provides a personalized academic program that challenges students to reach their potential to their next academic level.

Specific accommodations are provided to qualified students to ensure fairness and to remove inequitable obstacles to performance. These accommodations are granted to the best of our ability if they are specifically recommended in a psychologist's formal psychoeducational assessment report, in a medical letter provided by a physician, or upon referral by the Student Services team.

Each student who has an assessment on file at the school will also have an informal accommodation plan, which may or may not include accommodations on tests. These accommodations are not intended to provide an unfair advantage, but to level the playing field of all students by removing obstacles to performance that are inequitable.

Consequently, accommodations are neither intended nor permitted to:

- alter the nature of what is being assessed by an exam;
- provide unfair advantage to students with disabilities or medical conditions over students taking examinations under regular standardized conditions; or
- compensate for knowledge or skill that the student has not attained.

According to Alberta Education, writing in an environment with reduced distractions and the use of computers are not accommodations. Both are school decisions determined by internal school business processes, availability and supervision.

Alberta Education allows extra time for all students on Provincial Achievement Tests.

In terms of formal exam accommodations, Rundle College offers the following accommodations

- Extra time.
- Writing with reduced distractions (e.g., carrels with ear plugs and/or ear defenders).
- Use of a computer.

These accommodations are granted if they are specifically recommended in a psychologist's formal psychoeducational assessment report, in a medical letter provided by a physician, or determined by the Student Services team. Further, the accommodation must be used in the classroom and supported by each of the student's teachers. Accommodations are documented formally in the Student Services Department.

Here is a description of the testing accommodations we offer at Rundle College Collett School. Please note that this is a general overview and exceptions are made for each individual student based on their learning needs and assessment report findings.

Extra time

If a student is identified as requiring extra time in order to demonstrate their level of learning, our first step is to determine whether it is

- a learning, medical or psychological issue or
- another related issue such as perfectionism, time management, lack of study skills or testing taking skills, etc.

Student Services works with teachers to determine the causes of the need for extra time and supports the students with services such as extra help, short term counselling services, and/or referrals for professional support. While working through this process, at the discretion of Student Services, a student may be granted extra time on a trial basis.

Extra time is granted universally to approved students writing final exams. During the school year, however, extra time can be more difficult to arrange within the standard bell schedule. As a consequence, teachers will sometimes arrange with the student to complete the assessment either before school, at lunch, or after school. Teachers may alternatively create a second, smaller version of the assessment to be completed at the same time as the other students in the class.

Writing with Reduced Distractions

Students who have an assessment that outlines they require minimal distractions for writing tests are granted accommodations (such as a carrel, earplugs and/or ear defenders) to write in their classroom.

Rundle College does not have the facilities or supervision capability to accommodate isolation during exams (i.e, having students write an exam in a separate, private room) except under extraordinary circumstances.

Individualized Program Plans (IPPs)

Rundle College does not receive special funding from Alberta Education for our students with accommodations. As a result, our accommodations are limited by our school's logistics of infrastructure and staffing. We do not have Individual Program Plans (IPP's) for our students.

IPPs are often recommended in a psychoeducational assessment when students have a learning disability. Rundle College does not construct these formalized plans for students because of our supportive classroom environment, which enables students to be successful with the above stated accommodations. As mentioned, we do construct an informal accommodation plan for students based on the recommendations and accommodations that we can support in our building that are outlined in the report.

Alberta Education funds programs in the province known as Designated Special Education Private Schools (DSEP). These programs qualify for additional funding to support students requiring more significant accommodations such as audio versions of

documents, and assorted text and speech software. All students in a DSEP school have an IPP.

Any students that require an IPP or accommodations other than those mentioned above are not admitted to our program. If the recommendation is set forward in an assessment while they are currently in our program, the student is referred to our affiliate school, Rundle Academy, which specializes in teaching students with learning disabilities.

Rundle Academy is designated as a DSEP school and provides extensive accommodations for its students, as well as professional faculty who are well versed in strategies to assist students with learning disabilities.

In a situation where a student in Rundle College requires accommodations beyond the school's capacity, it is recommended that a transition to Rundle Academy be explored.

Additional Recommendations

Recommendations on how a teacher can best support a student are outlined in a formal assessment. Most recommendations (e.g., providing visual cues, chunking information, providing notes, use of a computer, etc.) are best practice teaching strategies and are utilized by teachers regularly in the classroom. However, at times a recommendation is suggested that goes beyond common best practices, such as providing notes or use of a calculator. Further, some recommendations go beyond the scope of teaching expectations at Rundle College, such as providing a scribe or audio versions of the test. Being that we are not a specialized academic program for students with this level of accommodations, we do not offer them. If there are recommendations made in the assessment report that Rundle College can not offer, a referral to the Academy program may be warranted.

In addition, often specialized counselling services, tutoring or remediation is recommended in the report. Students need to access those services outside of Rundle College. Student Services can provide referrals for specialized counselling services and, in some cases, tutoring or remediation.

Psychoeducational Assessments

A recommendation for a psychoeducational assessment is made through Student Services after considerable review of the students' learning challenges.

We ask that parents, students and teachers notify Student Services when an assessment is being conducted. When a teacher receives an assessment to complete on behalf of student (i.e. BASC, Teachers Connors, etc) they are required to make Student Services aware that an assessment is being conducted. We also advise teachers to get the completed assessments to Student Services, so that it can be mailed or hand delivered to the psychologist. It is not best practice to have parents or students picking up assessments from the teacher directly.

Advocacy

Students who receive accommodations at Rundle College need to develop advocacy skills so that they may transition to the next level of study and maintain the accommodations provided at the Collett School.

ELEVATED OPPORTUNITIES

Child Care

Rundle Child Care provides safe and engaging program options for children from kindergarten to grade 6 before and after school.

Our research-driven morning program allows your child moments of connection, academic enrichment, and play. After the school day, students are provided opportunities to digest the happenings of their day and re-charge their batteries. As they engage in both structured and unstructured play, they nourish their social relationships and learn problem-solving skills while indulging their creativity and imagination.

c. Labs

At Rundle, we believe that a well-rounded educational experience enables our students to grow and flourish. We also recognize that great learning can take place outside of school hours. To support the vision of helping students to find their passions and engage in a well-rounded pursuit of education, The Curiosity Lab at Rundle (The c.Lab) offers a unique blend of curiosity, sport, and music sessions.

Rundle's innovative Curiosity Sessions are designed to increase capacity and ignite passions through a variety of programs in a holistic way that encourages wellness, mindfulness, global citizenship, and character.

The Jr. Cobras Sport Program is designed to develop fundamental skills, sportsmanship, and a love of sport. Rundle College's grassroots initiative has been developed to empower our Rundle College Community to positively influence our youth through sport and build an exceptional athletic program at Rundle College.

Our Music Sessions are offered by qualified instructors who strive to provide a personalized and well-rounded music experience. We believe that music has the capacity to enrich our lives and provide a wonderful creative outlet for our students.

Each fall, winter, and spring we offer a range of options for our grade 1–6 students after school.

Summer Camps

Our sport and curiosity summer camps are powered by the c.Lab at Rundle and are available for students. These camps are sure to fill your child's summer with adventure and fun! We offer camps for everyone and they are open to the wider Calgary community. Join us for unique experiences, an opportunity to learn something new, and a chance to make new friends.

SCHOOL PICTURES

Individual pictures and class photos will be taken on **Thursday, September 21** in the morning. Full dress uniform is required. An order form and proofs will be sent home with your child from Lifetouch.

Individual retakes will be taken on **Wednesday, October 18** during the day.

TEXTBOOKS

Textbooks are provided by the school. We expect that students will take care of these books. The cost of lost or damaged textbooks will be charged to the student.

PAYMENT/REFUND POLICY FOR SCHOOL EVENTS AND ACTIVITIES

The purpose of this policy is to establish a standard for parents to make payments and request refunds for school events or activities.

Payments

Payments for events and activities under \$4,000.00 are processed by credit card through PowerSchool.

The first \$1,000.00 of events and activities that cost over \$4,000.00 are also paid by credit card through PowerSchool. The remaining payments are made by cheques payable to 'Rundle College Society'.

Refunds - Student Initiated

A parent with a child that withdraws from an event or activity will receive a refund minus the amount that has already been spent, committed, or is otherwise unsalvageable. Based on the timing and context of the situation, the amount of the refund will range between 0% and 95% of the money paid.

Refund Details

- 5% of the cost of every payment made through PowerSchool is automatically committed to an administrative fee and is non-refundable.

- Refunds for events and activities that involve cancellation insurance (e.g., major trips) will be processed according to the terms of the insurance policy.
- Payments made through PowerSchool will be refunded as a credit; payments made by cheque will be refunded by cheque. Payments made by a combination of credit card and cheque will be refunded by cheque.

Credit in a PowerSchool account can be applied to future events and activities or carried over to the next school year. When a student leaves Rundle, the balance will be transferred to a sibling or refunded, if requested. If there is no sibling and the school does not receive a refund request, then the remaining balance will be transferred to the school to be used to support student programs at the discretion of the Principal.

If a parent wishes to appeal the amount of the refund due to extenuating circumstances, the Principal will form a committee of three (e.g., Principal, event or activity leader, Assistant Headmaster) to review the appeal and make a final decision.

Refunds - School Initiated

When the school withdraws a child from an event or activity, the family will receive a full refund of the monies that have already been contributed by the family to date.

Refunds of payments made through PowerSchool will be processed as a credit on PowerSchool; payments made by cheque will be refunded by cheque. Payments made by a combination of credit card and cheque will be refunded by cheque.

Credit in a PowerSchool account can be applied to future events and activities, transferred to a sibling, carried over to the next school year, or refunded when the student leaves Rundle.

FIELD TRIP AND SCHOOL SUPPLY FEES

Field trip fees are loaded to your child's [PowerSchool](#) account. These fees help to pay for a variety of special experiences for our students that contribute to the enrichment of their academic growth and personal wellness.

In the Elementary Division, overnight trips and Outdoor Education trips are charged separately. Plans for these types of activities will be communicated to families in advance, for parent approval prior to a charge being added to a student account.

Rundle purchases all school supplies and invoices the parents in September. This ensures that each child has the correct materials and that the materials are aligned for each grade. Rather than collecting fees numerous times throughout the school year for each event/activity, parents are able to make this one-time payment at the beginning of the year.

School fees will be posted to your child's PowerSchool account in September.

HOUSE TEAMS

All Rundle College Collett School students are placed into one of six Houses for special events held throughout the year. These teams are named after our school founders and other staff who have made a significant contribution to our Rundle community. Your child will be placed into a House Team and provided with a House Team shirt and buff to wear at special House events throughout the year.

Our House Teams are:

Baird, Collet, Conklin, Holowaychuk, Johnson and Kenny



AWARD ASSEMBLY AND SPECIAL AWARDS

Primary Awards

Head's List (All Students)

The Headmaster's List was established in 2018. To earn placement on the Headmaster's List, Rundle students are required to demonstrate their adherence to our value statement, "Together: Be Kind, Be Curious, Be Well." Beyond our values, we also require students to show that they have 'reached their potential' and 'pursued their passions.'

Depending on the age and stage, the evidence of the student's accomplishments will look markedly different. At our youngest grades (K-3), students work with their teachers to determine when and where during the year they have lived the values. As a result of working closely with their teachers, our Primary students will all receive this award and be celebrated for their efforts. On the opposite end of the spectrum, our Grade 12's are required to write the equivalent of a personal statement of interest that could be used for university admissions to qualify for the distinction. To date, approximately 25% of our high school students complete the work to earn their place on the Headmaster's List.

Ultimately, we hope the Headmaster's List is recognized as the top honour for our students. It is an equal balance of academic achievement, a demonstration of fine character, and an ability to reach their potential.

Thank you for supporting your children as they all seek to achieve this recognition.

Head's List Primary Program

The Head's List was established in 2018. To earn placement on the Head's List, Rundle students are required to demonstrate their adherence to our value statement, "*Together:*

Be Kind, Be Curious, Be Well." Beyond our values, we also encourage students to show that they have 'reached their potential' and 'pursued their passions.'

Students in Kindergarten and Grade 1 will be nominated for the Head's List certificates based on how they have demonstrated these values. Students in Grades 2 and 3 write applications for the Head's List and give examples of how they have met each of these important values.

Mountains of Character

Each month, our homeroom classes recognize two students who demonstrate strong character during the month. During our assembly and in our hallways, these students are celebrated with a keepsake photo write-up posted outside of the student's classroom. Over the course of the year, each child will be honoured and celebrated.

Elementary Awards

The Elementary end of year and Awards Assembly the first Wednesday in June 5, 2024. Awards are presented to those students who have actively participated in a variety of school sponsored events. In addition, we have five other special awards. The definition and criteria for the awards are as follows

Head's List

Elementary Program

All our students have the opportunity to apply to be on the Head's list. Students will be required to fill out an application form and submit it to Dr. Rogers for approval. Information meetings will take place in the spring with the Elementary Principal.

Citizenship Award (Grades 4, 5, 6)

The Citizenship Award is a very special award. It is our tradition that we present the citizenship award in the form of a plaque. This award is given to one student per grade who stands out for their unwavering respect for everyone around them. These students are trustworthy, responsible, and choose to have a good attitude every day. They are gracious, kind, thoughtful and genuine.

The Marianne Johnston Award (Grades 4, 5, 6)

This award is named after the founding Principal of our school and is meant to directly reflect our mission statement that says, "Rundle College will help students discover their potential." The student has benefited significantly from the Rundle College philosophy of education (structure, accountability, extra help, small classes, positive reinforcement, relationships with peers and teachers), and has clearly demonstrated measurable improvement during his/her tenure at Rundle College. This would include academic improvement (grades, quality of assignments, responsibility and participation), has shown growth in the areas of social interaction with peers and teachers, and exemplifies this by demonstrating a pride in Rundle College and participation in extracurricular activities.

Dr. Collett Award (Grade 6)

The Dr. Collett Award is, of course, named after our founding father. We established this award to honor a Grade 6 student who excelled in all areas. This is not only a student who is exceptional academically, but who also shows leadership, good citizenship and excellence in non-academic subject areas. It is a student who displays consideration towards others and consistently follows the Mountains of Character. Dr. Collett personified these attributes and encouraged them in others. Although he is no longer with us, he continues to be an inspiration to us all.

CONCUSSION POLICY AND PROTOCOL

Please find here a link to Rundle College Society's [Concussion Policy and Protocol](#).

APPENDIX

STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

The full [Student Code of Conduct](#) provides a standard for behaviour based on the rationale that Rundle will focus on a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

1. A student will attend school regularly and punctually.
2. Students are accountable to school staff for their own conduct and will positively contribute to the school and community.
3. All persons are equal in dignity, rights and responsibilities and Rundle does not condone any form of discrimination. Harassment is a form of discrimination based on prohibited grounds defined by the Alberta Human Rights Act.
4. Students will refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.
5. Rundle has a high standard of accountability in its academic rigor. Our students have a high level of knowledge and competence upon graduation. This standard cannot be recognized when academic dishonesty occurs whether through
6. A breach of academic integrity is unacceptable and dishonest whether by active choice or by collusion.
7. Students will adhere to the Rundle 'Student Use of Technology Resources Agreement' as well as the Use of Personal Mobile Devices and Social Media: Policies & Procedures.
8. Students will adhere to the dress code during school hours as well as during any events and activities.
9. Students will conduct themselves in a manner detrimental to the safe operations of a school.
10. Students will behave in a way that will not jeopardize the good name and reputation of Rundle.
11. Students will not use nor be in the possession of tobacco, inhalants (including vape apparatus, e-cigarettes), marijuana, alcohol, or illegal drugs in any and all

activities related to Rundle.

12. A student may be suspended or be recommended for expulsion if the student fails to comply with the Code of Conduct, taking into account the student's age, maturity and individual circumstances.

COMMUNITY CODE OF CONDUCT

All students, family members and staff in the Rundle community have the right to be and feel safe and respected in our school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a safe, respectful and positive school climate. Rundle is committed to ensuring that all members of our school community are treated with dignity and respect while engaging in school activities, and to promoting an environment that is free from discrimination, harassment, abuse and violence. Being part of the Rundle community is a privilege, and everyone is expected to behave in an appropriate manner, treating others and property with respect and dignity.

The Community Code of Conduct applies to (a) parents, step-parents, guardians, grandparents, immediate and extended family members and caregivers of Rundle students and (b) volunteers, service providers and those involved in activities, events or communications related to Rundle.

The Community Code of Conduct applies whether on school property, in a virtual learning environment, on school buses, at school-related events or activities, before and/or after school programs or in other circumstances that could have an impact on the school climate and reputation.

Please see the full [Community Code of Conduct](#) for full details.