



Student Handbook

7 Indus Court, Indus, AB T1X 0H7

Telephone: 403.936.5855

Email: indusschool@rockyview.ab.ca

*The purpose of Indus School
is to build in students a multifaceted personal foundation to carry them
successfully through life.*

Values, Vision, & Mission

Values

At Indus School we value:

Accomplishment – seeing something through to completion

Adventure - exciting, delight-filled experience

Community – contributing to the good of all

Creativity – working or thinking in unique ways

Hard Work – putting in the best effort possible

Honesty – being truthful in words and actions

Joy – happiness that permeates all aspects of life

Respect – giving a sense of importance to self, others, and property

Service – sacrificing personal time and effort for others

Spirit – the essential, positive, and resilient character of an individual and community

Vision

The purpose of Indus School is to build in students a multifaceted personal foundation to carry them successfully through life.

Mission

Indus School, as a collective body consisting of students, parents, staff members, and support agencies:

- Is a 21st Century learning environment
- Ensures the basic physical, social, and emotional needs of all are met
- Broadens students' horizons through diverse experiences

Charter for Success

Over the course of the 2014-2015 school year, students, staff members, parents, and community members came together to develop our school Charter for Success. It takes our underlying beliefs and turns them into a collection of rights and responsibilities to guide our actions and attitudes.

Indus School Charter for Success

All members of the Indus School Community will work to ensure all learners have access to high quality educational opportunities. As such:

Everyone has the right	It is everyone's responsibility
<ul style="list-style-type: none">● to a safe, caring, and welcoming environment;● to learn;● to develop his or her own unique personality.	<ul style="list-style-type: none">● to be engaged and participatory in learning;● to be considerate of the needs of others;● to be focused on growth and success;● to be thoughtful and reflective;● to be supportive of others;● to be positive influences;● to be appreciative;● to be respectful;● to be tolerant;● to be kind.

BELL Times

Grades 6 - 8

Monday - Thursday

Friday

Busses Arrive	8:35	Busses Arrive	8:35
Period 1	8:45	Period 1	8:45
Snack	9:43	Snack	9:30
Period 2	9:52	Period 2	9:41
Period 3	10:50	Period 3	10:26
Lunch	11:51	Lunch	11:15
Recess	12:11	Recess	11:37
Period 4	12:33	Period 4	12:00
Period 5	1:30	Dismissal	1:00
Period 6	2:30	Busses Depart	1:10
Dismissal	3:30		
Busses Depart	3:40		

Grades K - 5

Monday - Thursday

Friday

Busses Arrive	8:35	Busses Arrive	8:35
Classes Begin	8:45	Classes Begin	8:45
Recess	11:51	Recess	11:15
Lunch	12:10	Lunch	11:37
Classes Resume	12:32	Classes Resume	12:00
Recess	2:05	Dismissal	1:00

Classes Resume	2:28	Busses Depart	1:10
Dismissal	3:30		
Busses Depart	3:40		

Absentees

Attendance is critical for school success. There are times, however, when it is not possible for your child to attend school. **Students who arrive late must check in at the office to obtain a late slip.**

Admission of Kindergarten and Grade 1 Students

Children who have attained the age of five years on or before December 31st of the current school year, may be admitted to a kindergarten program at the beginning of that school year. Students who will have attained the age of six years on or before the last day of December of the current school year will be admitted to Grade 1 at the beginning of that school year. Verification of age (a photocopy of the child's birth certificate) and proof of address (ex. utility bill, lease agreement) must be provided.

Parents of any child with allergies must inform the office and provide appropriate, up to date, medication in case of exposure, in addition to completing administration of medication documentation. This documentation must also contain a signature of a physician or pharmacist. While we make every effort to keep students from being exposed to allergens, we cannot guarantee that it will never occur.

Behaviour

Indus School students, staff, and parents recognize the importance of a positive approach to student behaviour that promotes a happy, caring, and secure environment for all those who work in, or visit the school. This belief shares the Rocky View Schools' Board's belief that student discipline is both necessary and desirable, helping promote a positive relationship between the school and its students. This also aligns with Section 31 of the Education Act, which states that:

a student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,*
- (b) be ready to learn and actively engage in and diligently pursue the student's education,*
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,*
- (d) respect the rights of others in the school,*
- (e) 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,*
- (f) comply with the rules of the school and the policies of the board,*
- (g) co-operate with everyone authorized by the board to provide education programs and other services,*
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and*
- (i) positively contribute to the student's school and community.*

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- 1) Students, staff members, parents, and community members contributed to our school Charter for Success. Everyone at Indus must behave in a manner that respects the rights and meets the responsibilities outlined in the charter. Class lessons, counselling, recognition, praise, and appropriate rewards will help students to fulfil their obligations as members of the school community. Those who do not, may correct their behavior after a simple reminder, or may require more significant sanctions in order to come into line with expectations. Some such sanctions are:

1. Immediate correction (Do over)
2. Verbal reprimand or warning
3. Reflective assignment / mediation
4. Detention
5. Office referral
6. Loss of privileges
7. Restitution
8. Behaviour contract
9. Suspension (in or out of school)
10. Long term relocation to another classroom
11. Expulsion

In cases where student behaviour breaks the law, the RCMP may also be involved. Naturally, parents will be notified in cases where any of the more significant sanctions are imposed.

In keeping with Rocky View Schools' policy, the actual punishment within the range of options will be determined in consideration of:

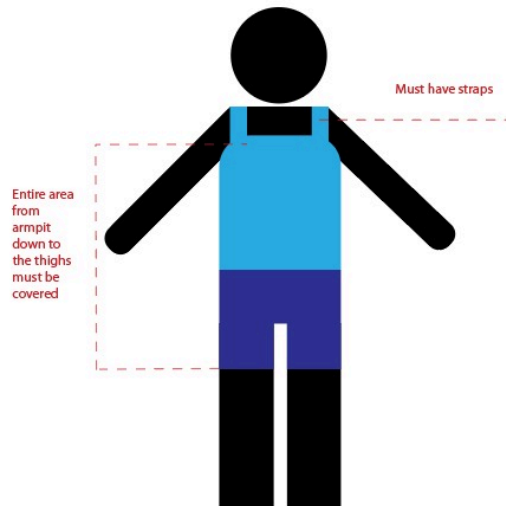
- (a) the effect of student's behaviour on others;
- (b) the nature of the incident;
- (c) previous conduct and previous disciplinary action;
- (d) student's age, maturity and individual needs;
- (e) anticipated impact of proposed action on student;
- (f) mitigating circumstances;
- (g) views of parents (victims' & aggressors').

Dress Code

Students and staff are expected to wear clothing that is appropriate and safe for the active nature of learning and playing in the school environment. Students are also expected to wear clothing that is respectful and inoffensive.

Some points of clarification:

- Shoes must be worn at all times
 - Shoes must be safe for the school environment.
 - Students should have two pairs of shoes:
 - outdoor shoes that are removed upon entry and
 - clean, non-marking shoes for use in the school.
 - Students who only have one pair of shoes will need to clean and dry them upon entry to the school
- Clothing
 - Clothing must cover the entire torso and buttocks, from one armpit across to the other armpit, down to the thighs. Undergarments and skin covered by clothing should not be visible regardless of activity or position. Shirts must be long enough to cover the abdomen while standing in a neutral position.
 - Students in grades 6, 7, and 8 will be encouraged to change for gym.
 - Tops must have shoulder straps.



- Hat, toques, hoods, and other headwear (excluding religious headwear), may not be worn in the school. However, a variety of days will be planned where students can wear them. Additionally, hats will usually be allowed on Fridays. *

- Sunglasses may not be worn in school*
- Items of clothing with racial, sexual, vulgar, offensive, or unsafe/illegal (including drug, alcohol, gang, or terrorist related) messages or implications are not permitted

The Principal or Assistant Principal, in consultation with staff members, will determine if clothing is appropriate for school.

* Some exceptions may be made for students with specific sensitivities.

Drop-off & Pick-up of Students

In order to relieve congestion and improve safety, the morning student drop-off and afternoon pick-up area is at the Indus Recreation Center parking lot (see map below). Parents wishing to park and walk their children into the school may park in the indicated area, but only if they are planning to stay for less than an hour. Parents who will be staying at the school for more than an hour are asked to park in the school parking lot.

Thank you to the Bow Valley Agricultural Society for allowing us to use their parking lot; please be careful and considerate while on their property.

This procedure is in effect **8:30-9:00 & 3:15-3:45 Monday - Thursday, 8:30-9:00 & 12:45-1:15 on Fridays.**

As we only have supervision immediately before and after the school day, **please do not drop students off prior to 8:35 am. Please pick students up between 3:30 and 3:35** (1:00 and 1:05 on Fridays).

Students may not remain on the playground after school without direct supervision.



Emergency Preparedness

As part of Rocky View Schools, Indus School undergoes Emergency Preparedness planning and training through the organization, Hour Zero. For detailed information, see: https://www.rockyview.ab.ca/families/assets_parents/RVS-Parent-Summary.pdf

Fees

There are no Division resource fees. Some optional classes (referred to as *Student Interest Programs & Exploratory Courses*) will have fees for students wishing to take them. In addition, some activities and field trips will also have fees associated with them. Please use the link below to see these fees.

PAYMENT

All payments are made available to parents using [School Cash online](#). Cash payments will only be accepted by your school office staff with parents present. Invoices for fees will be electronically distributed.

HERE'S HOW TO REGISTER:

Step 1: Go to this website: <https://rockyview.schoolcashonline.com>

Step 2: Register by selecting "Get Started Now" and following the steps.

Step 3: After you receive the confirmation email, please select the 'click here' option, sign in and add each of your children to your household account.

Library / Learning Commons

Students at Indus School are encouraged to borrow books during their weekly book exchange. Book exchange for the Accelerated Reading Program takes place every day.

Please encourage your children to take good care of all library books. Parents can borrow books for themselves and/or students' siblings. We welcome donations of used books in good condition. Our school librarian arranges for book fairs usually in conjunction with Student-led conferences. At that time, parents and children can purchase books, pencils, erasers, posters, etc. for a reasonable cost.

In the past, Book Fairs have been well supported. The proceeds are spent on new books and materials to support the Library program.

Lost and Found

Lost and found articles of clothing are kept in a large wooden box and on a hanging rack that are placed in front of the gymnasium. Please be sure to check the box and rack on a regular basis. Teachers are asked to show their students the Lost & Found items on a regular basis, so students can claim their belongings. Unclaimed articles are disposed of at the end of every month. It would be helpful if your child's name was written on the tags of all outer clothing, sweatshirts, sweaters, etc.

Lunch

As almost all students at Indus School are bussed, there are no lunch supervision fees. Students have assigned times to eat and for a recess outside. Students eating at school are expected to do so in an orderly and polite manner. Specifically:

- Students in grades K through 5 will normally:
 - eat in their regularly assigned desks;
 - remain in their desks during the eating time;
 - talk in a low tone
 - use the washroom to wash hands before starting their meals;
 - remain in their classroom during the lunch eating period; they will not be permitted to leave the class to visit the washroom, unless in critical need;
 - Raise their hand if they need the supervisor's attention;
 - Clean up before being dismissed (taking all non-recyclable items home);
 - Students may be dismissed after 12:05 if they have finished eating;
 - Return Lunch bags to hooks/lockers after dismissal
- Division 3 students may eat in other classrooms, but may not "wander" around or between rooms during the eating period, and are expected to behave in a calm and responsible manner
 - Any non-recyclable items must be taken home
- Individual students and/or class helpers may be responsible for cleaning desks after lunch, but students are responsible for leaving their personal space neat and clean.

Students in Grades 5 through 8 may have access to microwave ovens.

Hot Lunch Program

The **INDUS SCHOOL COUNCIL** provides a hot lunch for students and staff members on a regular basis and at a minimal cost.

Online registration is available: <https://healthyhunger.ca/>. Please log on to this site to register your children.

Payment: Only ONLINE payment option available, no cash or cheque to be submitted to the school.

All Hot Lunch ordering occurs online.

Medication

Rocky View Schools' Board of Trustees recognizes that the onus for administering medication or medical treatment to students is on the students' parents or medical practitioner. Non-prescribed medication shall not be distributed to any student enrolled in a Rocky View School. If, under exceptional circumstances, a student must receive medication or medical treatment prescribed by a medical practitioner during the school day and the student is incapable of self-administration, and the parents are unable to be at the school to administer the medication or treatment:

- The parents must request in writing that the school store the medication and provide medical treatment.
- The parents must sign a medication release form.
- The request for the administration of medication or medical treatment must include written instructions (including content and frequency) **signed by the parent AND a physician or pharmacist.**

Allergies and medical conditions:

All students' allergies or medical conditions, which are relevant to their well being at school, are recorded and compiled in pictorial and written form. Staff members receive copies of the pictorial/written notices, which must be either committed to memory or carried during recess by staff members on supervision duty.

Parents & Visitors

At Indus School we welcome visitors. **We have an visitor sign-in and sign-out iPad on the counter at the office which we require all visitors to use.** It is important to make arrangements before-hand to meet with a teacher, volunteer in class, or to observe lessons. It is very important that class time be productive, and "pop-in" visits can be disruptive. Please do not interrupt classes while they are in session. Telephone calls to the teachers will not be placed through to the classrooms during instructional time unless it is an emergency.

Picking-up a Child from School

If your child needs to be picked up from school during the school day (e.g. dental appointment, illness, etc.), he/she **must** be met and signed out at the school office by a responsible adult. The child must also be signed in if he/she returns to school.

Please do not park in the bus lane directly in front of the school.

Progress Reports and Conferences

Communication between students, parents and the school is an ongoing process. Any time questions or concerns arise, parents are encouraged to contact their child's teacher. In turn, teachers will be in contact with parents, collectively or individually on an as-needed basis. In addition to this, formal reporting is scheduled throughout the year.

Formal, written progress reports will be sent home once during the year. Please see the school calendar at <http://indus.rockyview.ab.ca/calendar> for the date and times. Real-Time Reporting is ongoing.

Student-led conferences are scheduled twice per year. These are opportunities for students to show their work to their parents and to set academic, work habits, and behavioural goals.

Promotions / Retentions

Not all children are developmentally ready to acquire certain skills or concepts at the same time, i.e. learning to walk. Therefore, they will progress through the school curriculum at a different rate of speed. In special cases, we may recommend that a child be retained or accelerated. If this is the case, both the student and parents will be notified well in advance of the end of the school year if such a recommendation is to be made.

Recycling and Waste Reduction

In an effort to reduce waste (and to comply with regional regulations), we have a robust recycling program at Indus School. We can accommodate most plastic, metal, paper and refundable containers. We cannot accommodate food waste.

In 2016 we implemented *waste-free* and *boomerang* lunches/snacks; emphasising the benefits of re-usable containers to bring food to school, and to return any leftovers home again. Although not without its challenges, the program has been overwhelmingly successful, resulting in a significant reduction of waste at the school. Below are the relevant sections from a Rocky View Schools' publication on the subject.

Boomerang & Waste Free Lunch Programs

Many Schools are moving toward Boomerang and Waste Free Lunches to make a difference in our environment. Both a waste-free and a boomerang lunch enable parents to see what their children are actually eating during the day.

Waste audits carried out at schools consistently demonstrate that a significant amount of this waste is made up of unopened packaged foods, uneaten fruit, full juice boxes, etc. Uneaten fruit that is added to the school waste can become a wasp hazard, especially in the fall. For some schools in Rocky View organic waste can be returned home and added to the "green bin", their city's organic waste program.

Waste-free lunch/snack - contains no throwaway packaging and produces no food waste. Food and drinks are packed in reusable containers within a reusable lunch bag.

Boomerang lunch/snack means that any uneaten food and any waste material produced is returned home. For sanitary purposes, it is important that food and waste packaging be taken home in a re-sealable container or bag.

TIPS & TRICKS

- Get children to help pack their lunches with healthy foods.
- Only pack as much food as your child will eat.
- Use a reusable lunch bag/box for carrying a lunch.
- Use a refillable bottle for drinks
- If you choose to use a single-serving container, please make sure it is recyclable.
- Put sandwiches, muffins, etc. in reusable containers, instead of plastic bags. Label them with your child's name so they have a better chance of coming home.
- Put cloth napkins in lunch boxes
- Cut fruit and vegetables into pieces so that some can be eaten at lunch and the rest saved for a later snack.
- Minimize the morning rush (when you'll reach for convenience, over-packaged items) and pack lunches the night before and refrigerate overnight.
- Avoid drinks in packaging that cannot be resealed. After a few sips, drinks are often discarded.

Yes Please	No Thanks
REUSABLE lunch container	SINGLE-USE paper or plastic bags
REUSABLE food container	DISPOSABLE plastic wrap, foil, wax, or Styrofoam
REUSABLE drink bottle or thermos	SINGLE-USE, and non-recyclable containers
CLOTH NAPKIN to wash and re-use	PAPER napkins
CUTLERY/SILVERWARE to wash and re-use	PLASTIC forks/spoons

Registration Forms

New students must submit completed registration forms prior to starting classes. Students who have attended Indus School previously must submit updated registration forms by September 30. **Alberta Education requires that we have a birth certificate on file for all students.**

School Closures

In the event of inclement weather preventing bus travel to school, parents will be advised of any decision to close the school by announcements made on radio stations and the Global News Morning Edition as early as a decision can be reached. Once students have been conveyed to school, the school WILL NOT be closed by the administration. **Please ensure that your child wears appropriate footwear and clothing to accommodate the changing nature of weather in Alberta.**

All divisional schools may be closed and bus services to schools cancelled by the Superintendent of Schools or designate. The inclement weather committee, comprised of principals, trustees, drivers, and division administrative personnel will determine if schools will be closed.

Additionally, on occasions when the bus driver feels it is unsafe to operate, the driver has the right to alter or cancel the bus route. This decision will be made as early as possible to give parents an opportunity to make necessary arrangements for their children. In these cases the bus will either run one hour late, or be cancelled. If a bus run is cancelled, it is for the entire day, not just the morning.

Although a formal policy for school closure is in place for Rocky View Schools, in instances where a parent individually feels the roads are unsafe for bus transportation, although the buses are operating, ultimately it is the parents' prerogative whether to allow their child on the bus on these school days.

School Council

The Indus School Council is the parent advisory body for our school. The School Council is actively involved in all aspects of school life. In 1995 the government mandated the formation of school councils in order for parents to have a forum for input into their child's education. One indicator to your child that education is worth your time is to be actively involved in School Council. **Elections for the School Council Executive are held at the Annual General Meeting in May.** School volunteers play a very important role in helping us provide a quality education for all students. Moms, dads and grandparents are certainly welcome.

School Supplies

- Indus School will provide all students in **Kindergarten through Grade 4** with the majority of their supplies. There are only a few specialized items students must supply:
 - A backpack
 - Indoor (gym) shoes
 - 1 box of kleenex
 - Reusable water bottle
 - Headphones or earbuds*
 - Change of clothes to stay in backpack
- All students in **Grades 5 & 6** are responsible for bringing the following supplies to school in September:
 - Headphones or earbuds*
 - Calculator*
 - Pencil case with:
 - 12 pencils,
 - 2 erasers,
 - 1 glue stick,
 - 1 pencil sharpener
 - 1 pair of scissors
 - 3 Hilroy-style, lined, 80 page Exercise Books (3 hole punched)
 - 1 package of loose-leaf paper
 - 2 (1") binder
 - 1 pkg pencil crayons
 - 1 box of Kleenex
 - 1 sketchbook
 - Indoor gym shoes
 - 1 protractor (Gr. 6 only)
 - 1 clipboard (Gr. 6 only, optional)

*NOTE: the headphones/earbuds and calculator must be left at school. Cell phones are not permitted in class, therefore calculators on cell phones may not be used.

- All students in **Grades 7 and 8** are responsible for bringing the following supplies to school in September:
 - Two sets of eight dividers for binders
 - Two binders – one - 2” and one – 1”
 - Calculator - must have square root and percent functions
 - Pens, pencils and erasers
 - Geometry set
 - Lined loose-leaf paper (200 sheets)
 - Pencil Case
 - Indoor (gym) shoes
 - Gym clothes
 - 1 box of kleenex

Grade 7-8: Recommended but Not Required:

- 1 laptop computer or enhanced tablet for daily use in class (must have full QWERTY keyboard, be able to access *Google docs* online, and have the ability to play *Youtube* movies). Loaners are available for students who are unable to provide their own computers. For more details, [click here](#)
If you have any questions, please call the school office at 403.936.5855

Shoe Policy

Upon entering the school, **we ask that all visitors please remove wet/muddy footwear** and place on shoe rack in the main foyer of the school.

Students must wear shoes at all times. We strongly recommend two pairs of shoes: outdoor shoes that are removed upon entry and clean, non-marking, shoes for use in the school. Students who only have one pair of shoes will need to clean and dry them upon entry to the school.

Please ensure your child's name appears inside all footwear.

Student Accident Insurance

Injury sustained by a Student, Visitor, Volunteer, or Staff Member (not covered by WCB) during the course of a school day while under the supervision of Rocky View Schools is covered by this insurance policy. It is provided at no cost; however these benefits are supplemental to personal family benefits.

https://www.rockyview.ab.ca/about_rvs/insurance

Students Walking/Cycling to And From School

There is very limited supervision for students before and after school. Owing to this, we ask that students not arrive early or stay late at school. They are, of course, welcome to return to school after going home or to a caregiver's place. Some specific rules are:

- Students who walk to school must not arrive before 8:35 (the time at which busses unload).
- Students who walk must leave the school grounds immediately after school.
- Students who cycle (including riding road legal scooters/mopeds once they have their learner's license) are to park them between the sheds on the west side of the staff parking lot.
- Students who cycle may arrive as early as 8:25 to avoid arriving at the same time as the busses, but must wait by the main entrance until the doors open at 8:35.
 - Regardless of when they arrive, students on non-powered bicycles must dismount and push their bikes in the parking lot if busses are present
- At the end of the day, students who cycle must wait for the busses to leave, or push their bikes until out of the bus loop area.

Optional Student Insurance

Additional, optional insurance is also available. Forms will be sent home the first week of school. Additional forms can be obtained at the school office.

Criminal Record Checks

In order to provide the safest learning environment possible, Rocky View Schools has implemented a policy requiring all staff members and volunteers to submit a Criminal Record and Vulnerable Sector Check. While this has been practice on field trips for some time, it is now also required for volunteering at school. Record Checks are available through the RCMP. There is no charge for Rocky View residents applying for Record Checks at the Strathmore detachment of the RCMP. For other areas, a form is available at the Indus School office that states you will be volunteering at the school. When presented with this form, the RCMP usually waives the fee.

Important Phone Numbers

Calgary Regional Health Services	403.944.7300
Calgary Weatherdesk	403.287.2002
First Student Canada (Bussing)	403.948.1180
• Late Bus Line	403.250.0016
Indus School	403.936.5855
Indus Recreation Center	403.936.5474
Industrial Alliance Pacific Insurance	1.800.556.7411
Langdon School	403.936.4579
Poison Center	403.944.1414
Rocky View Schools Switchboard	403-945-4000
Rocky View Schools Transportation	403-945-4105
Sarah Thompson School	403.936.6141
South Calgary Hospital	403.956.1111