

# Colegio Rex Canadian School Handbook

## Welcome



On behalf of the staff of the Colegio Rex Canadian School. I would like to welcome all students, parents, and family members.

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Colegio Rex Interim Principal

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### Who are WE?

We are a community of excellent Canadian and Mexican teachers committed to creating a school that offers every child an excellent academic, physical, and value centered education.

We teach a Bi-National Curriculum that includes the highest standard of outcomes from both the Alberta and Mexican curricula. We are one of only 14 Alberta Education Accredited International Schools.

Students who complete 12 years of education in this program will graduate with Certificates of Completion from both Mexican and Canadian Education Authorities.

With Alberta Certification the doors of the world will be open to your child for further education.

### What are our GOALS for your child?

*We believe that every child can learn and our programs ensure that every child does learn.* Our programs focus on literacy and numeracy as these are the building blocks that help children gain knowledge, skills, and attributes that will help them become successful in life.

### How will we MEET these GOALS?

Colegio Rex Alberta staff use student centered learning opportunities and effective teaching strategies to provide engaging learning experiences for each child. Our teachers create motivating learning environments that facilitate individual **learning styles**. Students will learn to use technology as a learning tool to discover new information, enhance products and

communicate with others.

Children will engage in cross curricular activities to create and construct knowledge that will require independent, logical thought, self-motivation and discipline. Through an inquiry based learning approach your child will develop their natural curiosity and learn how to solve problems, seek answers, develop talents and create products.

### **What does Alberta Education RECOMMEND?**

Alberta Education stated in the *Alberta Education Report Inspiring Education 2010*:

“The education system must grow and adapt in order to face the challenges and to make the most of opportunities of a constantly evolving world. Although we may not know exactly what the future will bring, we know that it is important for students to develop the necessary competencies and attributes required for continuous growth and success. Students must be:

**Committed Thinkers**

**Ethical Citizens**

**Entrepreneurial Spirit**

### **As your Instructional leader My GOAL is:**

To successfully implement **Committed Teachers** that are involved in ongoing professional development so that the teachers can provide interesting and varied instruction to our students. We will ensure that Colegio Rex School provides the best education available for your children.

We thank you for joining our team!

Patsy Ho  
Colegio Rex Interim Principal

## **Colegio Rex Canada School Statements**

### **1. Vision Statement**

Colegio Rex believes students will excel intellectually, emotionally, physically and socially when our classrooms:

- Are safe and caring learning environments that encourage risk taking and utilize effective teaching strategies and curricula at appropriate development levels.
- Encourage students to construct knowledge through successfully solving problems both individually and cooperatively using hands on activities.
- Demonstrate positive student behaviors including appropriate social skills, peaceful conflict resolution, consistent on task behaviors, cooperative behavior, self-evaluation, self-correction, self-awareness and respect for and value of others, the school and the community.

- Develop leadership potential in every student and demonstrate the understanding that good leaders build more leaders.
- Embody students who take ownership of their learning thereby developing increased responsibility that will produce competent, independent and self-reliant citizens
- Employ effective classroom management strategies that allow students to focus on the learning and maximize learning time.
- Model continual learning by teachers, students and administrators.
- Honour and embrace learning differences.
- Have strong connections to our communities and use community resources and expertise to enrich the classroom.

## 2. Mission Statement

**Learning is Good!**

**Love it!**

**Achieve it!**

**Live it!**

**Bravely!**

## 3. Motto Statement

**Achieve Bravely!**

#### 4. Core Achieve Bravely Values Statement

Colegio Rex Canadian School believes **3 Core Values** create successful, socially responsible students or **Success**.

**Cooperation + Responsibility + Consideration = Success**

#### Cooperation

I respect others

I share my ideas

I congratulate others on a job well done

I am motivated to always do my best

**+ Responsibility**

I am responsible for my actions

I work hard to achieve academically and to develop my talents

I willingly work as a leader.

I practice safety and obey school rules

I am honest

I help to solve problems

**+ Consideration**

I am polite to others

I treat others kindly with love and care

I value friendships

I celebrate similarities and differences

I care for the environment and my school

**=Success**

#### Success is:

I strive to do my personal best and achieve my goals

I am honest in all things

I am willing to try new things

I am highly motivated and actively engaged in the learning

I am a critical thinker and problem solver

I am a productive member of my class

I am a life-long learner

I honour and love my family

I strive to be an active citizen of our school and global community

## **5. Code of Honour**

In support of our Core Values and to demonstrate the degree to which Colegio Rex Canadian School values character and good citizenship we have established a **Code of Honour** where each child takes responsibility for her/his behavior.

### **Colegio Rex Canadian School Code of Honour**

**ON MY HONOUR**

**I WILL ACHIEVE MY BEST ON ALL MY WORK**

**and**

**I WILL DEMONSTRATE EXCELLENT CHARACTER AND CITIZENSHIP.**

## **6. Colegio Rex Code of Conduct**

A student shall conduct oneself so as to reasonably comply with the following code of conduct which is derived from Section 12 of the Alberta School Act.

As a Colegio Rex student I will:

- be diligent in pursuing my studies;
- demonstrate consistently the values of cooperation, responsibility and consideration as outlined in our Core Achieve Bravely Value Statement;
- attend school regularly and punctually;
- co-operate fully with everyone authorized by the school to provide education programs and other services;
- comply with the rules of the school;
- account to my teachers for my conduct;
- respect the rights of others.

### **Student Rights:**

- Students shall be treated with dignity, respect and fairness by other students and staff.
- Students shall be provided with a learning environment that is free from discrimination, harassment and abuse of any kind.
- Students and parents/guardians shall be informed of the schools expectations for student behavior.

- In the event of student misbehavior, students and parents/guardians shall have the right to offer an explanation, and to be informed about the consequences of misbehavior.
- students shall be provided with opportunities for consultation and involvement in student related matters.

### **Students Responsibilities**

Colegio Rex students are expected to:

- attend school regularly and punctually;
- contribute to a climate of mutual safety, trust and respect;
- use their abilities and talents to gain maximum learning benefits from their school experiences;
- behave in a manner that is conducive to learning;
- access and use networked information resources (technology) appropriately;
- behave appropriately when traveling directly to and from school;
- assist in keeping the school clean and in good repair by putting all things in the proper place and never defacing any part of the school.

### **Students shall show respect for:**

- themselves and others;
- others and their property;
- ethnic, racial, religious and gender differences;
- school attendance and punctuality;
- work habits, assignments and homework;
- learning resources and equipment.

**\*Please see the Appendix for Code of Conduct Breaches and Consequences of those breaches. Item 1**

### **Role of Parents/Guardians**

Parents/guardians play an essential role in working with the school district to develop appropriate student behavior and conduct. The district expects that parents/guardians will:

- be aware of school policy and regulations together with the school's expectations for student conduct;
- be aware of and agree to implement at home the Positive Behavior Support program;
- cooperate with the school in the implementation of policies, regulations and codes of conduct;
- review this Code of Student Conduct and the school's code of student conduct with their child(ren);
- work with the school to resolve student conduct issues that affect their child(ren), when they arise.

## Daily Operation

### School Schedule

Class	Start/Finish Times
Maternal	9:00-1:00
Kindergarten 1 and 2	8:30-1:30
Kindergarten 3	8:30-2:00
Primary	7:50-3:00

### Lunch Times

Class	Lunch Time
Maternal	Not Applicable
Nursery	Not Applicable
Kindergarten 1	10:30-11:00
Kindergarten 2	10:30-11:00
Kindergarten 3	10:00-10:30
Grade 1 - 5	11:30-12:00

There is a cafeteria available to all students, staff and parents. If your child uses it on a regular basis please ensure you discuss your child's choices before-hand.

### Student Attendance

Colegio Rex Alberta School expects students to attend school regularly and to come to school on time. Classes begin promptly at the designated time so please make sure your child arrives at least 10 minutes before stated class times.

## Extra-Curricular Activities

**Colegio Rex** offers students a wide range of extracurricular activities which are provided at a reduced cost to all registered students. Many of these activities are also open to all Mazatlan children at full cost.

**Please see a list of all activities the Appendix, Item 2**

## Daily Physical Activity

Colegio Rex students are involved in daily physical activity to ensure that all students develop the knowledge, skills and attitudes necessary to lead an active life. Physical activity helps to enhance student learning.

## Homework

Current research indicates that homework, especially for young children, does not necessarily increase the learning. The Alberta teachers do not generally assign homework for children in Primary grades or younger. However we do recommend that your child be involved in daily home reading and if necessary, children may be asked to complete any unfinished school work at home. If your child consistently has a lot of homework please discuss the issues with the teacher.

We encourage you to make reading a daily habit. We are introducing reading programs to assist you and your child to do this.

In addition, please see Appendix Item 3 for other **reading strategy suggestions** for reading with your child.

\*Please see the Appendix for the complete policy Item 4

## Communications

- a. **Classroom Email Groups.** We have set up classroom email groups to keep parents informed about important notices and school events.

**Please ensure that the principal's office receives your updated email address by September 6, 2019.**

This year we are starting a new platform where the teacher can post the learning objectives for the month in the core subjects, important administration memos and any support needed from home to complete the monthly objectives. The SEP teachers will begin using the platform in October, 2019, followed by the Alberta teachers in November. They will communicate when needed any activity changes or other emergent, urgent messages.



### **b. Parent Council Communication**

Your parent council has decided that each classroom should have one parent representative on the council. This member will be responsible for communicating information from the council to the other parents in the classroom. If you would like to be a room representative please talk to your child's teacher.

### **c. Student Progress Reporting**

All students will receive an Alberta Progress Report in November, March and June. Progress Reports will be handed out at individual Parent Teacher Conferences which are mandatory for all parents.

### **d. School Calendar**

The Colegio Rex web site <http://www.coleiorex.mx> records all important celebrations, school holidays and days off, Progress Report dates and parent meeting dates. Please check the calendar frequently to keep informed.

## **Field Trips**

Colegior Rex requires all students to have a parent/guardian signed field trip form before students are allowed on a field trip. If the student has no signed form before the trip begins the student will not be allowed to go.

## **Birthday Celebrations**

We do not encourage birthday celebrations at school however they are permitted providing they:

- are confined to the lunch period.
- include healthy food
- include all classmates
- do **not** include other foods, balloons, confetti, clowns, magicians, pinatas
- must not include taking pictures. Privacy policies must be observed.

Parents must inform the teacher in advance and there is a limit of 2 adult participants with the child celebrating the birthday.

## **Administrative and Professional Staff Lists**

Please see: **Appendix Item 5**

## **Leaving School during School Hours**

If a parent plans to remove a child from the school during the day, the parent must report to the main office in the front lobby. The receptionist will then notify the classroom teacher. The child will be escorted or send down to the front lobby.

## Appendix

### Item 1. Code of Conduct Breaches:

- violation or contravention of the code of conduct as set out in the School Conduct Policy;
- willful disobedience and/or open opposition to authority;
- willful damage to school or others property;
- interference with the orderly conduct of class(es) or the school;
- use or display of improper or profane language;
- conduct which threatens the safety of students and/or staff, including assault, discrimination, extortion and harassment;
- disruptive behavior, willful disobedience or defiance of authority;
- possession and/or use of a weapon;
- theft;
- possession, trafficking or use of illegal drugs, alcohol, or inhalants.

### Consequences

Failure of a student to meet the expectations for student conduct may result in one or more of the following consequences, such as:

- participating in deciding on an appropriate consequence;
- meeting with school counselor;
- accounting to parents/guardians;
- making appropriate apologies, and where possible, making restitution;
- making restitution for property damage to an individual or the school;
- losing privileges for a time;
- rendering service;
- being temporarily excluded from class;
- serving an in-school suspension;
- serving an out-of-school suspension;
- agreeing to a contract to improve personal conduct;
- expulsion from the school.

## Alberta School Act Requirements

- (1) Section 45.1(3) goes on to stipulate that the student code of conduct:
  - a. be made publicly available,
  - b. be reviewed every year,
  - c. be provided to all staff of the board, students of the board and parents of students of the board,
  - d. contain the following elements:
    - i. a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments;
    - ii. one or more statements that address the prohibited grounds of discrimination set out in the Alberta Human Rights Act;
    - iii. one or more statements about what is acceptable behaviour and what is electronic means;
    - iv. one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity, and individual circumstances, and which must ensure that support is provided for the students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour, and
- (2) be in accordance with any further requirements established by the Minister by order.

## Item 2. Extracurricular Activities

We offer a variety of extracurricular activities after school, including dance, flamenco dance, ballet, piano, Tae Kwon Do, basketball, math, Spanish and English. The complete list including dates, times and fees can be found through this link.

<http://www.colegiorex.mx/wp-content/uploads/2019/08/CIRCULAR-Centro-Artistico-y-Depositorio-Rex.pdf>

## Item 3. Reading Strategies

Two possible strategies are described below.

- a. **Shared Reading**-The parent and the child share the reading with the child taking an amount equal to his or her ability. The parent or older sibling reads a bit and then the learner reads a bit.
- b. **“Echo reading** – In this strategy, the developing reader echoes a more advanced reader. By imitating skilled reading, the young reader gains confidence, attempts to read text they couldn't read on his or her own, and learns to use proper expression and phrasing during oral reading.
- c. **Choral reading** – During choral reading the class reads aloud with the teacher. Students less confident in their reading ability aren't as anxious about reading aloud when they're part of a community of readers. In the home situation read together with your child.
- d. **Guided Reading**-Begin by introducing new vocabulary and providing any background knowledge your child will need to help with comprehension. Lead your child to make predictions. Example: What do you think this book is about? What do you think will happen next?

### Coaching Tips:

- As your child reads to him or herself, make observations and provide coaching if there is a stumbling block. This guidance can be asking questions, prompts, or providing a reading strategy.
  - After the child has read the literature test for comprehension. At this point, the “testing” usually takes the form of questioning. Please make it fun and pleasurable.
- Excerpted from: K12 Reading Resources.

## Item 4. Homework Policy

Homework and personal study are important aspects of student learning. The student agenda is one important way of encouraging and following up on home study. Work that is not completed in class may become homework.

- School is one part of a child's life, and life must have balance. The amount of time a child spends doing homework must take into account expectations parents hold with respect to extra lessons, practices, and family time. If an assignment or project of any type is sent home,

teachers expect the child to complete it as well as possible in a time reasonable to the child's working limits. Parents are encouraged to assist and support their child wherever necessary but we ask that parents do not do the project or work for the students.

- Reading is an integral part of life. All children should be encouraged to read at home daily
- Homework can include learning by experiencing real life examples of mathematics, language, science, art or any subject which develops building blocks for real life education. Encouraging children to create, design, construct and play in different environments is valued as being both educationally sound and pleasurable

## Item 5. Administrative and Professional Staff List

<b>Leadership Team</b>	
Chief Executive Officer	Mr. Joel Gallegos
Communication, Extension and Promotion Coordinator	Carmen Velarde
Administrative Assistant	Isabel Ibarra
Alberta School Principal	Patsy Ho
SEP Preschool Principal	Anallely Perez
SEP Primary Principal SEP Assistant Principal	Julieta Lizárraga Cañedo Rocio Espinoza Zamora
Sports and Student Life Coordinator.	Brian Jesus Sanchez Padilla
SEP Secondary Principal	Monica Velarde

<b>Professional Teaching Staff</b>		
	<b>Alberta Program</b>	<b>SEP Program</b>
Kindergarten 1	N/A	Larissa Melin Aid: Amadita Bojorquez
Kindergarten 2	N/A	Edith Campos, Elizabeth Aranguré. EA: Yesica Ibarra
Kindergarten 3A Kindergarten 3B	Janelle Andrew	Ana Sofia Arias EA Blue: Alixis Torres EA Orange: Jocelyn Castillo
Grade 1A Grade 1 B	Dale Zimmerman Farah Mukadam	Paulina Bustamante Teresita Castillo
Grade 2	Andrea Dearham	Beatriz Huitrado
Grade 3	Deanna Nykolyshyn	Maricarmen Alvarez EA: Mariela Flores
Grade 4	Shania Mack	Karen Muñoz

		EA: Mariela Coronado
Grade 5	Kim Deditch	Rocio Suárez
School Counselor Gr 1 -3 School counselor Gr 4 - Secondary	Dafne Neve Gomez Pamela Martinez	
Grade 6 -Secondary	N/A	Abel Ibarra Alberto Borrego Eduardo Velasco Emilia Sanchez Erika Muños Fernanda Rojas Guillermo Rojas Liliana Gárate Perla Blanco Linda Zatarain