



Alberta  *Accredited*
Canada  *International School*

PARENT HANDBOOK

PRESCHOOL, ELEMENTARY AND MIDDLE SCHOOL

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School Year 2020-2021

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Two Cultures.

One Campus.

One Dream!

CANADIAN NATIONAL ANTHEM

O CANADA!

English Version

Oh, Canada
Our home and native land
True patriot love in all of us command
With glowing hearts we see thee rise
The True North strong and free
From far and wide, O Canada
We stand on guard for thee
God keep our land glorious and free
O Canada, we stand on guard for thee
O Canada, we stand on guard for thee

French Version

Ô Canada!
Terre de nos aïeux,
Ton front est ceint de fleurons glorieux!
Car ton bras sait porter l'épée,
Il sait porter la croix!
Ton histoire est une épopée
Des plus brillants exploits.
Et ta valeur, de foi trempée,
Protégera nos foyers et nos droits. Protégera nos foyers et nos droits

Himno Nacional Mexicano (parcial)

Chorus

Mexicanos, al grito de guerra
el acero aprestad y el bridón,
y retiemble en sus centros la tierra
al sonoro rugir del cañón,
y retiemble en sus centros la tierra
al sonoro rugir del cañón.

Verse I

Ciña joh patria! tus sienes de oliva
de la paz el arcángel divino,
que en el cielo tu eterno destino
por el dedo de dios se escribió,
más si osare un extraño enemigo
profanar con su planta tu suelo,
piensa joh patria querida! que el cielo
un soldado en cada hijo te dio,
un soldado en cada hijo te dio.

Chorus

mexicanos, al grito de guerra
el acero aprestad y el bridón,
y retiemble en sus centros la tierra
al sonoro rugir del cañón,
y retiemble en sus centros la tierra
al sonoro rugir del cañón.

Welcome

Dear Parents,

Welcome to Colegio Rex, an Alberta, Canada accredited international school. Alberta, Canada's education system has a reputation as being one of the best in the world. International education plays an important role in helping students to think globally and build relationships with people from around the world. At Colegio Rex, students can start their education from two years old in our Early Childhood Program. Once children are ready for K2 they can enter into our Canadian program, which enables the students to become more proficient in English.

When children enter K3, they will receive an Alberta Education student number and will be registered in the Alberta, Canada education system.

Currently all of our classes from K3- grade 5 have certified teachers from Alberta Canada. Each year, Colegio Rex will increase a grade until grade 12. All students graduating from Colegio Rex will receive a diploma from SEP and a diploma from Alberta, Canada.

Not only will students have access to universities around the world, they will also be fully bilingual in two of the most spoken languages in the world; English and Spanish.

Each class has two teachers; one to teach the SEP program and the other to teach the Alberta, Canada program. All teachers are highly trained teachers and not only are knowledgeable about curriculum but also about child development.

At Colegio Rex, we feel it is important to teach the whole child. We emphasize a strong focus on academics but equally important are social and emotional skills.

Our teachers and staff support different learning styles to ensure that every student is capable of achieving their personal best.

Colegio Rex has created an environment where children feel loved and safe. Students, teachers, and administrators work together to create a school where our learners feel confident and free to appreciate each other and make good decisions.

I am honoured to be the Head of School at Colegio Rex and I invite you to visit our school to learn about our outstanding programs and meet our staff.

Lorianne Tenove
Colegio Rex Head of School

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This handbook gives information about our school, our philosophy, values, and policies that govern our school

COLEGIO REX CANADIAN INTERNATIONAL SCHOOL STATEMENTS

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.

Mission Statement

Learning is good!

Love it!

Achieve it!

Live it!

Bravely!

Motto Statement

Achieve Bravely!

Core Achieve Bravely Values Statement

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

STUDENT CODE OF CONDUCT

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;
- cooperate 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 school's 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 Student Code of Conduct Breaches and Consequences of those breaches, item 1.

GENERAL INFORMATION

Office Hours

The school office is open from 8:00 a.m. to 4:00 p.m. from Monday to Friday and 9:00 a.m. to 1:00 p.m. on Saturdays.

School Hours of Operation

Class	Start/Finish Times
Maternal	9:00- 13:00
Preschool	8:30 - 14:00
Primary	7:40 - 15:00
Secondary	7:20 - 14:45

Registration Criteria

- All parents must make an application to Colegio Rex Canadian International School.

Parents requesting enrollment of their children to CRCS must:

1. Complete an entrance assessment (an age-appropriate language proficiency assessment and a grade level benchmark assessment) and an interview with the Head of School. The results of the assessment will be summarized and recorded on the student's cumulative file. If there is strong supporting diagnostic evidence that the assessment results are at a level where CRCS is unable to provide the appropriate support resources or intervention programs for success, the students will be declined acceptance to CRCS. On the determination of the Head of School, the overall assessment protocol to decline an applicant might include insufficient resources to support a student's needs or class size.
2. Submit a birth certificate, educational history and supporting identification documents,
3. Upon acceptance, the parents must pay the annual tuition, material, lunch, and bus (optional) fees.
4. The Head of School reserves the right to limit enrolment.

Please refer to the [Student Admissions and Enrolment Policy](#) for further information.

School Uniform

- Students are required to wear a full CRCS uniform each day. When students have PE, they should wear their PE uniforms and they are required to wear their dress uniform on the other days.
- Students should wear shoes that allow them to run and play comfortably. Flip flops are not suitable footwear.

- Be sure to label all your child's uniform pieces. Names should be visible on the outside of their backpacks.
- Should you need extra uniform pieces, please contact the school to purchase some.
- Every Friday is a free dress Friday and the last Friday of the month is Spirit Day.

Lunch and Nutrition

We encourage students to bring a healthy snack and lunch to school each day. It is extremely important that we keep these growing brains healthy! Please avoid sending candy, unhealthy snacks, sugary drinks or soda to school with your child.

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.

School Council

Colegio Rex School has an active school council. The role of School Council is to support the students and the school through a variety of fundraising efforts and social activities. If you are interested in helping out, please contact the school office.

Your school 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.

Colegio Rex Volunteering Opportunities

We encourage and appreciate your support. If you can help in the library, support your child's classroom or are willing to be available when needed, please contact the school office to participate.

DAILY OPERATION

Homework

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.

Communications

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

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. They will communicate when needed any activity changes or other emergent, urgent messages.

Change of Address/Telephone Number/Email Address

It is very important that the school files be kept up-to-date regarding changes of address, phone number, and email address in order that you may be contacted in the event of an accident or emergency. Please notify the school of any changes to this information as they occur.

School Calendar

School calendar is sent to parents' email address at the beginning of every month. 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

Our classes will participate in a variety of field trips during the year. Trips will be curriculum based and enhance classroom learning. Parents will receive a field trip form requiring signed permission for their child to participate. Students who do not return a signed permission slip will remain at the school.

Parents will be notified of all field trips requiring public transportation prior to their occurrence. A completed returned permission slip is required for each child before he/she can attend. Permission forms will be sent home with each child.

It is a requirement for written consent to be provided on the appropriate permission form. Permission will be denied if the proper consent is not in place. Students not returning permission slips will be accommodated in other regular classes.

Birthday Celebrations

We do not encourage birthday celebrations at school as this interferes in their daily learning. Students will be celebrated in their classes. No food or treats are to be sent to school.

Adverse Weather Policy

On occasions when the weather is too severe for students to go outside, an inside recess will occur.

Leaving School during School Hours

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

Attendance

Academic success requires regular attendance and punctuality at school;

Absences

- If a student is ill and unable to attend school, parents will please call the office.
- If a student becomes ill during the day, the student must report to the school nurse and

parents will be contacted.

- When a child's absence at school is unexplained, parents will receive a telephone call.

Lates

- Students arriving late to school are to first check in at the office, and receive a late slip, and then proceed to their classroom. If a student is consistently, late this means considerable disruption to others and the principal may contact the parents.

Illness

- All children are expected to participate in outdoor recess or outside activities. Normally, children who are too ill they cannot go outside for recess are too ill to be at school. This is particularly true in the case of severe colds; children coming to school with severe colds are unable to function well, provide a source of infection for other children, and would probably recuperate faster at home. Parents are asked to notify the office regarding illness of students.

STUDENT EXPECTATIONS

Progress Reports

Written Progress Reports are sent home 3 times, November, March and June followed by parent-teacher conferences and or student- led conferences. During the first and second conference, teachers will: (a) share student profiles (marks, observations) which are developed in the assessment portion of the program, (b) report on observations, and (c) demonstrate progress with dated samples of student work and test results.

In conjunction with the reports, additional conferences between parents and teachers may be scheduled throughout the year. The primary purpose of the conference is to allow for: (a) an exchange of information, (b) a demonstration of the student's achievement and performance, and (c) an opportunity for questions and clarification. They may be goal setting, teacher led or portfolio conferences. Your child's teacher will send home further information along with a schedule for parents to sign up. Teachers and parents may schedule a conference outside of the set dates below as needed.

Marks (Measuring and Communicating Student Growth in Relation to the Curriculum)

- Course marks are given in grade levels;
- Teachers gather information in a variety of methods to assess student achievement and growth, including:
 - Class participation
 - Individual work; and
 - Group work.
- Teachers use various methods to determine student growth in relation to the Alberta curriculum:
 - Teacher observation;
 - Oral and written tests;
 - Performance assessment;
 - Teacher-developed quizzes or tests; and,
 - Externally developed standardized tests.

APPENDIX: Code of Student Conduct

Role of Parents/Guardians

Parents/guardians play an essential role in working with the school to develop appropriate student behavior and conduct. The school 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.

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.