



Morinville Public School Student Handbook

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Morinville, AB T8R 1L5
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www.morinvillepublic.ca

| Daily Schedule Grades K - 4 | | |
|-----------------------------|-------|---|
| 8:35 | | Buses Arrive |
| 8:35 | 8:45 | Attendance and Announcements |
| 8:45 | 10:20 | Instruction |
| 10:20 | 10:35 | Recess |
| 10:35 | 12:10 | Instruction |
| 12:10 | 12:31 | Grades 3 and 4 Lunch Eating 1 and 2 Recess |
| 12:33 | 12:55 | Grades 1 and 2 Lunch Eating 3 and 4 Recess |
| 12:55 | 3:05 | Instruction |
| | 3:05 | Dismissal |

Pre-K Schedule

AM Schedule 8:35 am -11:20 am PM Schedule 12:20 pm-3:05 pm

NOTE: The school office is open from 8:00 am – 3:45 pm on school days and most operational days. Please note that there is no supervision until 8:35 am. Students and parents arriving early are asked to stay outside until the first bell at 8:35 am. The front doors are always locked but there is a doorbell located outside the front door.



VISION MISSION VALUES

Our Vision
(What we want to become)

Sturgeon School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

Our Mission
(what we do and for whom)

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.

Values

(how we behave and what becomes our moral compass when we make decisions)

We Value:

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

Mutual respect. Students, staff, and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.

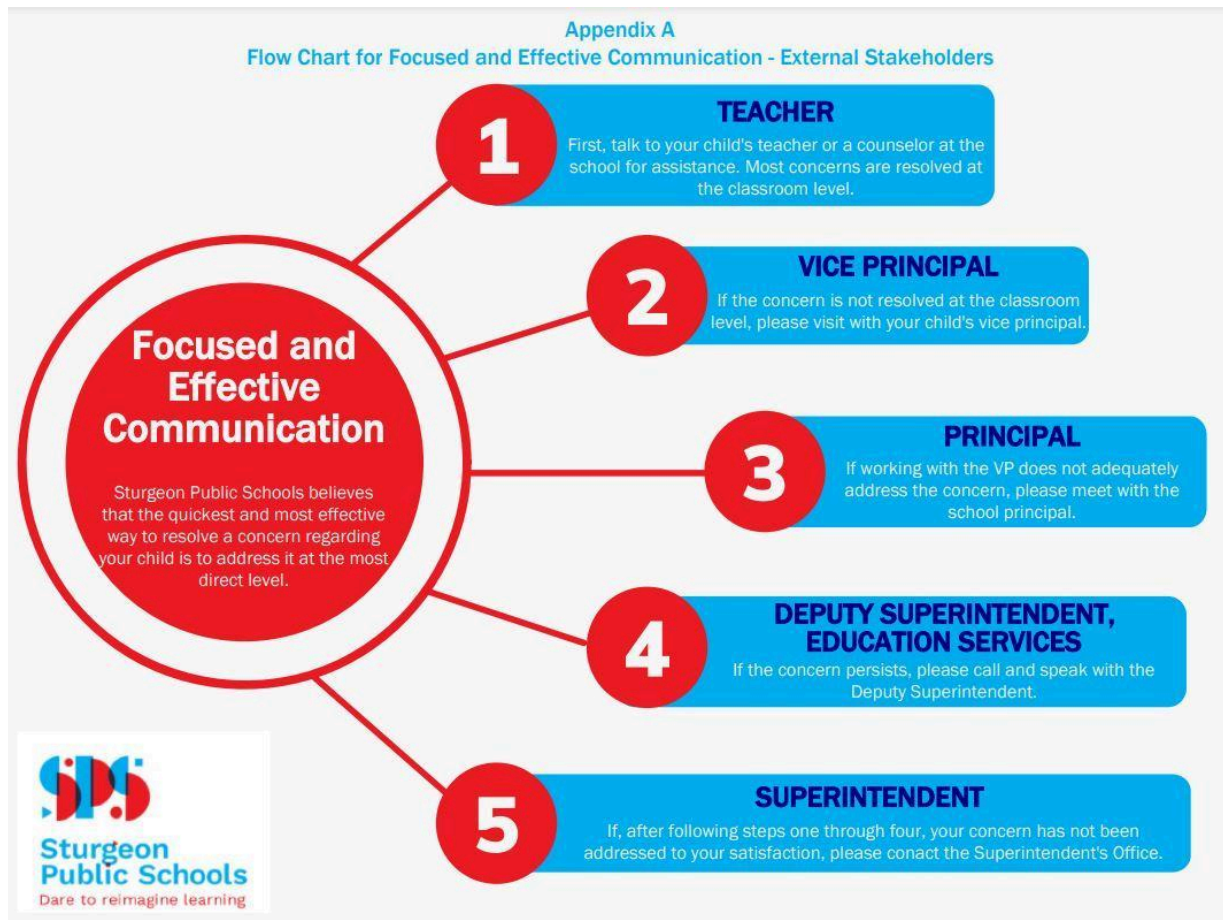
Belonging. Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual, and emotional needs are met. We are a school division and a family.

Learning choices. One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.

Communication. To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest, and timely communications.

Focused and Effective Communication

To maintain safe, caring, healthy and respectful learning and working environments, open communication between all parties is essential. The success of all students is the guiding principle for all dispute resolution at the school and division level. When differences of opinion occur, the most effective method to achieve resolution is direct communication between the parties involved. It is in the best interest of all parties to resolve disputes respectfully and in a timely manner. This procedure establishes the Division's process for open communication and dispute resolution.



Morinville Public School Student Conduct Policy

Student Code of Conduct is defined in the Education Act under Section 31. These are legal obligations of all students in Alberta Schools. Student responsibilities, as defined in Section 31 of the Education Act include:

- 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 behavior directed towards others in 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. Cooperate 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.

Parent / Guardian Responsibilities

Parents/Guardians play a vital role in their child's education. No one has more influence in shaping attitudes and establishing the importance of school for children than parents/guardians. Here are a few suggestions for parents in order to help their child instill positive attitudes towards schoolwork and develop good work habits as the year progresses.

- See that your child comes to school prepared to do their best (this involves sufficient rest, nutritious food, appropriate dress, and school supplies etc.)
- Ensure that your child attends school regularly and on time. Keep the office informed of any absences or late arrivals
- Will either call, send a note or sign my child in or out of the school at the office if your child is late or leave during the school day prior to the end of the day to ensure your child's safety
- Support your child's completion of school assignments (homework or in class) and help your child schedule a time to do homework, showing that it is an important priority and that you value its worth
- Support the school staff in helping your child improve behavior by supporting the school's response to your child
- Keep in touch with the classroom teacher to ensure that progress is occurring, both academically and behaviorally
- Parents/guardians may request interviews to assist your child in changing problem behaviors
- When children have persistent behavioral problems the parent(s)/guardian will seek appropriate assistance such as: medical assessment, Family Resource Centre, Family social workers, psychologist, or other appropriate sources.

Staff Responsibilities

- Reinforce good behavior
- Assist students who seek help to solve problems (eg: conflict resolution)
- When problems occur, a warning is issued, the problem stated, and suggestions given on how to improve if needed. Consequences may be assigned
- Staff deals with minor misbehavior and report to the homeroom teacher who records this misbehavior
- The homeroom teacher contacts the parents for support in correcting misbehavior
- Repeated misbehavior by individual students is referred to administration or counseling for support
- Be encouraging and supportive

Administrative Responsibilities

- Deal with repeated minor offences or major offences
- Repeated offences may require parent meeting with Administration (Vice Principal or Principal) and if helpful, with the classroom teacher or other appropriate staff member
- Consequences will be assigned which may be study time, reflection time, removal from the classroom, or community service at the school (e.g.: working in younger classrooms, snow removal, cleaning)
- Severe consequences may involve parental involvement, suspension (in school or out of school) and or expulsion. Upon return from a suspension a meeting maybe held between the school staff and the student
- If a student persists with behavior problems the administration may ask the parents to seek outside help or refer the student for special programming
- Recommendation for expulsion
- The response to behaviours will consider individual student's cognitive, physical, and social-emotional abilities to comprehend consequences. School administration will also consider students' age, maturity, individual circumstances, and frequency of misconduct. Modifications to service delivery may be warranted in cases of unacceptable or unsafe behaviour.

Minor offences may include but are not limited to;

- Breaking school rules and expectations (e.g. removal of hoods)
- Disrespectful language
- Inappropriate toys/items at school
- Disrespectful behavior
- Inappropriate dress
 - If clothing is deemed inappropriate at staff discretion, a student may be asked to change, cover up or wear school provided clothing
- Disrespectful/unsafe playground behavior
- Consequences to be grade level appropriate

Major offences may include but are not limited to;

- Repeated minor offences
- Disrespect or defiance towards staff
- Use or being under the influence of alcohol, drugs or tobacco on school property or at school events

- Willful damage of property
- Stealing
- Bringing weapons to school or materials which could be used as such
- Intentional physical injury
- Harassment – physical, verbal, sexual, face to face or online/cyber
- Consequences to be determine by child’s history, age, and nature of offence

School Standards:

Volunteers

Morinville Public School values the many volunteers that help us with day to day activities and special events. Please contact your child’s homeroom teacher or school administration for information on opportunities. Volunteers must provide the school with a current criminal record check. A letter is available to take to the local RCMP station so they may waive the associated costs as it indicates you want to volunteer at the school.

Assessment Philosophy

Morinville Public School believes that all students should have the opportunity to be successful. Assessment and evaluation should be consistent with a student’s abilities and programs and therefore allows for individual flexibility in demonstrating knowledge and skills. Teachers will use a variety of summative and formative assessments, including observation, products, and conversation, to communicate student progress. Parents can access their child’s mark via The PowerSchool Parent Portal. Please contact the school for login information at 780-939-3445 or visit the school website for more detailed information regarding our assessment policy.

Role of Homework

At École Morinville Public School, we believe in prioritizing family time and recognizing the importance of a balanced lifestyle for our students. We understand that children work diligently during school hours, and we value the need for them to have ample time for rest, relaxation, and meaningful interactions with their families outside of the classroom.

In some classes, teachers will send home reading with students to practice early literacy skills. Families wanting to complete work outside of school hours are welcome to read to their children or practice math facts.

Awards

Book Awards - A book is presented to the most deserving student in each homeroom in Grades K-4. Selection of the winners will be made by the staff of each school on the following criteria: Individual development, contribution to the welfare and progress of the homeroom and school.

Golden Dragon Award - Presented annually to a student who promotes the positive qualities of a Morinville Public School Dragon. One Golden Dragon Award is awarded to a student in Grades K-4.

Numeracy, Literacy and Character Education awards will be awarded at monthly assemblies.

Technology and Cell Phones

Students will be expected to use all technology tools, including cell phones, in a responsible manner as indicated by our Acceptable Use Policy, their teacher(s), school administration and Government legislation. Students are encouraged to leave all electronic devices and toys at home. The school will not be responsible for their loss. Students may not use personal cell phones or social media during instructional time. Cellphones must be turned off and away in backpacks within the school. Parents will be notified if their child is not following this policy and students may have cellphones placed in the office for parents/guardian to pick up.

School Attire

Morinville Public School strives to help students become productive citizens at school, high school and/or post-secondary schooling or the workforce. As a result, students are expected to dress appropriately for the school/work setting and weather conditions.

- Images and text are suitable for children and is respectful of others
- Clothing covers body and under garments
- Clothing allows children to participate in cold, wet, windy, and warm weather
- Both indoor and outdoor shoes

All school staff are empowered to address situations of inappropriate dress. Students may be asked to cover up, turn shirts inside out, or wear school provided clothing if it is deemed their clothing is not appropriate. During school-wide theme days, students are expected to still be considerate when choosing their clothes.

Suitable footwear should be worn according to weather conditions. All students are asked to remove outdoor footwear and place them in the racks provided. Indoor shoes are always to be worn while in the building. Non-marking running shoes are required in the gym.

Attendance

Success at school is increased through regular, punctual attendance. However, we realize that there may be times when appointments necessitate the student's absence during school times or when illness or unforeseen events occur. During these times we ask that students either have a note explaining their absence(s) or that parents/guardians contact the school by telephone or email at mpes@sturgeon.ab.ca. The school absentee phone check will be utilized if parents have not excused their child(ren).

Students are not allowed to leave the school grounds during instructional hours except with a parent or with parental consent. For the safety of our students, pick up by others is allowed only if parent/guardian contacts the school office. Also, if your child typically takes the bus home and they will be getting picked up, then contact the school office before 2:00 pm. This includes field trips and after school events. Students who regularly leave the school grounds for lunch are asked to supply a parental note to the office to ensure communication and the safety of students.

Parents are reminded that a sign-in/out register in the office must be completed when students arrive late or leave the school during regular school hours. Please inform homeroom teachers in advance if possible.

Teachers will stay in regular contact with families to communicate any attendance concerns. Chronic absenteeism is considered 10% or more absence. If students miss more than 20% of school, they are at risk for negative academic outcomes. Attendance letters will be sent home and case conferences set up as needed. In some cases, referrals may be made to the attendance board. If needed, a community conversation will be scheduled with all involved individuals or community organizations.

Healthy Eating

As a school we try to promote healthy eating and an active lifestyle. We encourage parents and students to pack snacks that are nutritious and will give them the energy they need to get through the day. Due to the effects that energy drinks have on our students, we ask that students do not bring or drink energy drinks at school.

Bicycles/Scooters/Skateboards/Rollerblades

The school assumes no responsibility for lost or damaged bicycles, scooters, skateboards, or rollerblades. If students take their bicycle to school, they are to be placed in the bicycle racks and must be locked. For safety reasons bicycles, scooters, skateboards, and rollerblades are to be parked as soon as possible once students are on school grounds and not to be used until the end of the day. Everyone is asked to walk their bicycles etc. on school grounds due to pedestrian traffic during pick up and drop off times. Morinville bylaw states that anyone under the age of 18 must be wearing a helmet when operating a bicycle. No person shall operate a wheeled apparatus in a reckless manner on a sidewalk which in the opinion of a peace officer would be causing a risk to other pedestrians. (Bicycle, Skateboards, scooters, etc.).

Lost and Found/Personal Property

The school is not responsible for the personal property of students. We request that items of clothing be identified with the child's name. Lost articles are placed in the "lost and found" boxes throughout the school. Throughout the year, unclaimed items will be donated to a charity. Parents and families will be notified prior and be given an opportunity to claim any items.

Allergies

Parents whose students have severe allergies are asked to inform the homeroom teacher and office staff of any such allergies and the treatment required. Medical forms must be completed. The handling and storage of the Epi Pens will be addressed on a case by case basis depending on age of child. Please be advised that we are not a nut free school, however some individual classrooms may choose to be nut free.

Inclement Weather Policy

Students will not be required to go outside during school days where the wind-chill temperature is -25 Celsius and/or high wind chill conditions. Students are expected to dress appropriately and to go outside for recess breaks unless it is announced as an inside day. Students may remain inside for scheduled activities, at the request of staff or have a note from their parents because of health reasons.

School board policy states that schools shall remain open even if bus service has been suspended due to weather conditions. Parents who bring their children to school on days when school bus services are suspended will be responsible for picking up their children at dismissal time. As well if weather conditions dictate, a bus contractor may bring students home early without prior notification. Parents should arrange a safe alternative for your child if this happens and there is not normally someone at home.

Announcements regarding suspension of transportation services are made on the Sturgeon Public School Transportation website at <https://www.sturgeon.ab.ca/Transportation.php> or the Parent Portal banner page.

Safety procedures

Schools are considered to be one of the safest places in our communities. However, in reality, an emergency can strike anywhere at any time. During an emergency, our first priority is the safety of our students and staff. Sturgeon Public Schools utilizes the Hour-Zero School Emergency Program.

School leaders and division office staff are trained annually to respond promptly to emergencies.

Emergency Procedures

Sturgeon Public School Division follows the protocols and guidelines set out by Hour Zero.

These will be practiced throughout the school year. It is a priority to make sure our students are safe at all times. Some of the common language we will be using:

| | |
|------------------|--|
| ALL CLEAR | Used to advise when incident is brought to a closure |
| ON-ALERT | Used with additional instruction to advise of a possible emergency |
| LOCK-DOWN | Used for the threat of violent incidents |
| HOLD AND SECURE | Used when security threat or criminal activity is outside and/or unrelated to school |
| SHELTER IN PLACE | Used to direct and control movement inside the school - no threat of violence |
| DROP-COVER-HOLD | Used during incidents related |

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighbouring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

Notification of Cameras in Schools

Sturgeon Public Schools believes that in order for Division property and individuals on Division property to be safe and secure, the use of video surveillance systems ("cameras") is necessary. Refer to [AP 610: Video Surveillance Systems](#) for more information.

SCHOOL SERVICES

Counselling

Morinville Public School has a school counselor who provides short term individual and group counseling.

Bussing

Students riding the bus to and from school or during school sponsored events are asked to follow some general guidelines. School buses are viewed as an extension of the school and school expectations apply to the bus too.

- Only students registered as passengers may ride on their assigned bus with a bus pass which they will receive at the start of the school year. This is distributed from your school.
- Students may be denied permission to ride a bus if not properly clothed or not in possession of adequate clothing during cold weather
- Disruptive and/or destructive behavior is prohibited
- Larger items may not be allowed on the bus. Please refer to the Division website for more information at <http://www.sturgeon.ab.ca/Transportation.php> as per the Traffic Safety Act
- Other bus rules also apply as provided by drivers at the beginning of each school year

First Aid

First-aid is given to any child with an injury at school. If the injury is minor, first aid is administered, and no contact made with the home. If the injury is of greater concern, the child's parents/guardians are contacted by telephone. It is very important that the school has emergency numbers plus necessary medical information. In severe cases, the school will contact an ambulance for assistance. Therefore, it is important to have an Alberta Health Care number for each child in attendance at our school.

Medication

According to Administrative Practice Student Services 12 & School Board Policy, G/II/4 - Students with Medical Conditions - the school cannot administer medication unless the following procedures are followed.

Students with Medical conditions - The parents shall inform the Principal of their child's need for medication or medical treatment by school staff during school hours or extra- curricular activities, and provide signed permission forms to have designated staff administer medication and/or carry out other medical procedures. Students are not to have prescribed medication in their lunch kits.

SCHOOL PROGRAMS AND ACTIVITIES

School Fees

There are fees for Field Trips, and Extra Curricular activities. Families who experience financial difficulties can make arrangements with the school Principal for alternative payment plans.

Field Trips

Students will be involved in field trips during the year. Parents will be notified as to the nature, time, and cost of the trip. All field trips for students in grades 1-4 will be paid on a trip by trip basis. The field trip fees can be paid online through the parent portal. Field trips and fees are different for students in ECS. Volunteers will be required for field trips.

*No siblings can accompany parents/guardians or volunteers on field trips. All Volunteers require a Criminal Record Check.

School Council and the Parent Fundraising Association

Parents are encouraged to join our School Council and/or Parent Fundraising Association (PFA). The School Council works with school administration and staff as a team to support education at Morinville Public School. The PFA works at raising funds to enhance student experiences at the school and support school initiatives. Meetings are held on the first Monday of the month at the school.