



***BE BRAVE - BE BOLD***

***Home of the Dragons***

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# **Mundare School**

## **Handbook**

### **2021-2022**



Your Future **in MIND**

<http://www.mundareschool.ca>

## **Welcome to Mundare School**

Parents play an important role in their child's education, whether it is supporting them in their learning at home, serving as a volunteer in school, participating in our School Advisory Council or attending special event days. It is our objective to build strong partnerships between home and school to ensure the success of every child in our community school. We look forward to developing this relationship with parents which is critical to the learning and work at Mundare School.

**Please note: Modifications to our handbook are reflected in the general guidelines directed in [EIPS School Re-Entry Plan](#) which are reviewed and modified on a regular basis and apply to all schools. If you have any specific questions, please contact the school. This handbook remains a general reference for parents, students, and staff.**

### **Mission Statement**

Mundare School provides a safe and caring environment that promotes individual growth and personal success

**ALLERGY AWARE SCHOOL**

To ensure the safety of students who have allergies, Mundare School is an "allergy aware" school. As nut allergies are common in our school, parents are expected to refrain from sending known foods with nuts or nut oils for snacks or lunch. Thank you for ensuring the safety and well-being of all our staff and students.

**ATTENDANCE POLICY**

Regular attendance is required of all students and is the primary responsibility of both parent and student. It is essential for success in learning. Notes, signed by a parent or guardian, must be brought to the classroom teacher for the following:

- absence from classes
- leaving school early for appointments
- bus students who are not going home by bus

Parents are asked to notify the school of a child's absence - phone 780-764-3962 or by email via the school website. If the school is not notified of a child's absence, the school provides a child check service where a phone call will be made to ensure the safety of your child.

If a child is ill, they should remain at home until they are healthy. Instances do occur when students become ill during the school day and are unable to participate fully in their school program. If an illness does not appear to be severe or ongoing, parents will be contacted. Students who have a fever or who are displaying flu symptoms will be sent home. Any students who are late must first check in with the office and receive a late slip. Any students leaving early must also report to the office. When picking up students to leave early, parents are asked to come directly to the office so the student can be called down to prevent unnecessary class disruption.

Junior High students are permitted to leave the school campus at lunch, if they sign out and back in at the office **and** provided that their parents provide written permission at the beginning of the school year or for a specific day. Junior high students who have unexcused late entry at lunch time will be referred to the administration. Chronic late entry periods after lunch will result in an in-school suspension. Regular attendance is an expectation of all students.

**BELL SCHEDULE**

9:10	Students may enter the school
9:20	Morning classes begin
11:59	Lunch time
2:28	Outdoor Recess
3:36	Dismissal bell

Mundare School students are expected to arrive at school **no sooner** than **9:00 a.m.** The first Wednesday of each month has an early dismissal at 2:36 p.m.

**DRESS CODE**

It is our desire to have our dress and appearance reflect modesty and the school's purpose as a place of learning. Students must always wear suitable attire in the classroom. Shirts with pictures or slogans that are likely to be offensive are not permitted. Footwear which marks or damages the floor shall not be worn.

Caps may not be worn in class. Outdoor footwear must be other than that which is worn indoors. We thank you, in advance, for your support of our school dress code

### **ELECTRONIC DEVICES (PCDs)**

Students are encouraged to leave personal electronic devices at home. However, if students bring these devices to school, they must keep them in their backpack and always be left on silent mode. Students are provided with technology at school to assist with their learning. Technology may not be used for any digital recording of students or staff at any time. Failure to adhere to the personal communication device policy will result in the following consequences:

1. The teacher will verbally warn the student
2. The technology will be confiscated and sent to the office. The student will be allowed to collect the device at the end of the school day.
3. The technology will be confiscated and sent to the office. The parent or guardian will have to collect the device from the office.
4. School discipline cycle

The school is not responsible for the security of personal devices.

### **FIRST AID POLICY**

When minor accidents occur, parents will be notified by phone or note to make them aware of the incident. If the accident appears to be more serious in nature, parents will be contacted and requested to come to the school. The decision will rest with the parent, in consultation with school staff, to decide on the need for medical attention. If parents cannot be reached, school administration will decide about the type of medical attention required.

### **FOOTWEAR**

Boot racks are located at school entry points for students. Outdoor footwear must be left on these racks. All students must have a pair of shoes for indoor use. In all physical education classes. Students are required to wear gym shoes. **These shoes must have non-marking soles.** Footwear should be marked with your child's name. The school cannot assume responsibility for lost footwear but will make every effort to assist students in recovering their property. We ask all visitors coming into the school to respect our efforts to keep the floor clean for our students by removing their shoes at the door and placing them on the mats provided. Shoes with wheels in the sole are not permitted as they will damage our floors. Footwear shall be always worn.

### **HOME AND SCHOOL COMMUNICATION**

Mundare School staff believe in the importance of developing a close relationship between home and school through mutual, respectful communication. General newsletters, phone calls, e-mails, e-teacher pages, conferences, and classroom visits are just some of the ways that our staff works with families to enhance student learning. General classroom newsletters and information items are also distributed regularly to keep parents up to date on current school activities. School newsletters can be accessed on-line. Classroom teachers may also distribute information with specific information that may be of interest to families in support of their child's learning program. Please speak with your child's teacher to subscribe to their feed.

**HOMEWORK POLICY**

We believe that all students are capable learners. By establishing a daily homework routine at home, parents can reinforce the concepts that their child has acquired at school and practice the concepts needed to be successful, organized, and responsible learners. Daily homework can consist of reading a book themselves or with a parent, catching up on unfinished classroom assignments, reviewing spelling words, or by researching/reading in preparation for a report. Parents are expected to support their children's learning by supervising or assisting with homework on a regular basis.

Most of the homework consists of assignments that were not completed in the time given in class. If your child has homework, it could be that they struggled with the assignment or that they chose not to use their class time effectively. If you feel that homework is becoming problematic in your home, please contact the classroom teacher. Supplementary homework will not be provided to students during a family holiday that may occur during the school year. Evaluation may indicate "unable to assess" on the progress report.

**LEARNING COMMONS**

The Learning Commons and all its resources are for the benefit and please of all individuals in the school. Students enrolled in the school may borrow books or use reference and periodical material in the library if they are considerate of student's needs. Library users are to sign out all items they borrow and are responsible for returning them on time and in good condition. Charges are made for lost, damaged, and overdue books or materials. If the book is found later, a refund will be made to the student.

**LOCKERS**

Each school year, all students at Mundare School are assigned lockers/cubbies. We encourage personal articles to be labeled. All lockers will be inspected for cleanliness periodically during the year. Backpacks are the property of the student but may be searched by staff if there are grounds for suspicion of items that may compromise safety, health, or discipline.

**LOST and FOUND**

Found articles are placed in our school lost and found. Students are encouraged to look for lost items here and to return any found items directly to the lost and found. Unclaimed items are displayed at the end of each term. Unclaimed items are sent to a charity of disposed of after each parent/teacher interview session.

**MEDICATIONS**

The Elk Island Public School Regional Division has a specialized request EIPS Administrative Procedure 316: Medication/Personal Care Form that must be completed if a child requires prescription drugs/medication to be administered by the principal or their designate. Parents must provide the medication and specialized request forms must be completed and submitted to the office with the medication. Students are **not** allowed to administer their own medication or keep medication with them.

**PERSONAL PROPERTY**

Any item belonging to the student should be clearly labeled. We discourage students from bringing valuable personal property (such as cell phones, personal electronics, roller blades, skateboards, etc.) to school. The school will not be responsible for lost, broken, or stolen personal items. If an item is valuable, it should remain at home. Lost items may be claimed by students or parents from the lost and found. Unclaimed items will be removed periodically and donated to local charities.

**POWERSCHOOL PORTAL**

Using the provided password, all parents of Junior High students have access to their child's grades, attendance and fees. Passwords are issued through the office. The website is <https://powerschool.eips.ca/public/home.html>. If you require assistance with this, please contact the office during regular business hours.

**SCHOOL ADVISORY COUNCIL & SCHOOL SOCIETY**

Each school has a School Advisory Council. This council is made up of representatives from the parent public, the community, school staff, and school administration. The Council advises and assists the school in its operations. All parents are welcome to attend the monthly meeting and take an active role on School Advisory Council. All Mundare School parents are automatically members of council and are welcome to attend all meetings.

**TRANSPORTATION**

Bus transportation is available from EIPS transportation department. Students are expected to follow the directions of the bus driver and remain seated for the duration of the ride. Details about transportation services, fees, and conduct expectations are posted at [www.eips.ca](http://www.eips.ca). Students must have their bus pass with them to board and disembark the bus. If the bus pass is lost, parents are responsible to pay for a new pass.

**VOLUNTEERS**

Parent volunteers are vital members of our school community. They assist in the classroom and in the preparation of classroom materials, on hot lunch days, in the library, on field trips, and with many other special activities and projects. Elk Island Public Schools Administrative Procedure 490 requires volunteer parents to provide the school with a Confidentiality Undertaking Declaration for Volunteers. For regular school volunteers, parents will be required to sign in when they come to school, sign a disclosure statement for the year, and wear visible ID.

## ELK ISLAND PUBLIC SCHOOLS BUS TRANSPORTATION PLAN – STUDENT CONDUCT

### **Student Expectations/Rules**

- Students shall ride only their assigned bus. Exceptions may be granted upon written request of parents/guardians to the Director, Student Transportation for childcare purposes. In emergency situations parents/guardians shall contact Student Transportation to request alternate arrangements. In emergency situations principals may make alternate arrangements and contact Student Transportation.
- Students are expected to be at their designated boarding location five minutes prior to departure time.
- Students are responsible for their personal property (EIPS shall not be responsible).
- Directions, as given by the bus operator and/or individual(s) employed by EIPS, must be followed.
- Students must sit in an assigned seat and remain seated while the bus is enroute.
- All objects and parts of the body must be kept inside the bus.
- While quiet conversation is permitted on the bus, unnecessary conversation with the bus operator is prohibited. There must be absolute silence at railway crossings.
- Disruptive, destructive, or unsafe behavior such as pushing, spitting, fighting, use of profane language or gestures, or the throwing of objects, or acts of vandalism are prohibited.
- Eating or open beverage containers are not permitted. (Medical exceptions may be made upon written request to the Director, Student Transportation).
- The use of personal cellular phones, cameras and recording devices are prohibited on school buses. Electronic games or musical devices which do not emit noise are acceptable for use.
- The use of tobacco or other smoking materials is prohibited on buses and at transfer stations.
- Students will not be permitted to board or ride buses if conveying, using, or under the influence of alcohol or other controlled substances.
- The possession, use or conveyance of potentially dangerous items is prohibited.
- In conjunction with the Traffic Safety Act, skateboards, snowboards, skis, and hockey sticks are not permitted on the bus. "Heelys" are also not permitted on the bus. All other articles transported must be fully contained in a canvas bag or case that the student can store under the seat of the bus.
- Students must scan their bus pass each time they board or depart a bus.

### **CONSEQUENCES – MINOR OFFENCES**

- Verbal warning to the student.
- Verbal warning to the student. Bus operator records the incident and contacts the parent/guardian(s).
- Written warning to the student. Bus operator completes the misconduct report. The administration directly notifies the parent/guardian. Copies of the misconduct form are distributed by the principal to parent/guardian(s), bus operator(s) and the Director, Student Transportation.
- Written warning to the student. Bus operator completes the misconduct report and reviews the details of the incident with the administration in a timely manner. The next steps in the discipline process are outlined by the administration to the student and parent/guardian(s). Copies of the misconduct form are distributed as above.
- One (1) to five (5) day suspension. Bus operator completes the misconduct report and reviews the details of the incident with the administration within one school day. The administration discusses the situation with the student and decides on the length of suspension and consults, if necessary, with other students involved. If a meeting with the operator is necessary, the administration notifies the parent(s) of the bus suspension and arranges for a meeting with the parent/guardian(s) the student, bus operator and Student Transportation staff prior to the student being reinstated from suspension. Student and parent/guardian(s) are notified that further misconduct may result in suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

Administration notifies the Director, Student Transportation by telephone, fax, or e-mail regarding reinstatement date. Director, Student Transportation advises the operator(s) by telephone, fax, or e-mail regarding the suspension. Copies of the misconduct form are distributed as above.

- Suspension with a recommendation for expulsion from EIPS Student Transportation to the Board. Upon receipt of the student misconduct form and after discussion with the operator and student, and after consultation with the Director, Student Transportation and/or a member of the Student Support Services Staff (if applicable), Suspension or Expulsion of Students.

### **CONSEQUENCES – MAJOR OFFENCES**

Behavior which may result in a suspension or recommendation for expulsion from EIPS transportation includes but is not limited to:

- a. Open opposition to authority of bus operator and/or individuals employed by EIPS
- b. Use of improper, profane, or abusive language or gestures.
- c. Engaging in, but not limited to, fighting, intimidation, and/or verbal or physical abuse of other students or staff
- d. Use of tobacco and/or other smoking materials
- e. Engaging in willful destruction of property or acts of vandalism
- f. Acts of vandalism when reparation charges have been assessed but not repaid
- g. Engaging in any dangerous or unsafe behavior
- h. Riding the bus for any purpose while on suspension from school or the bus
- i. Use or possession of alcohol and/or controlled substances
- j. Possession of controlled substance paraphernalia

The consequences for: alcohol and/or controlled substance trafficking, use or possession of weapons, bomb threats, or vicious physical assault shall result in an immediate suspension with a recommendation for expulsion from EIPS Student Transportation to the Board of Trustees.

*NOTWITHSTANDING THE ABOVE, THE SERIOUSNESS OF THE MISBEHAVIOUR  
MAY WARRANT IMMEDIATE SUSPENSION OR REFERRAL TO THE BOARD OF TRUSTEES ON THE FIRST OFFENCE.*



**ELK ISLAND PUBLIC SCHOOLS EMERGENCY SCHOOL CLOSING BULLETIN****Inclement Weather****Suspension of Bus Service Due to Inclement Weather  
Student Transportation**

Administrative Procedure 131: The Division is responsible for ensuring each of its students is provided with an education program consistent with the requirements of the *School Act*. Therefore, schools shall remain open to students during the times and dates established in school calendars. The Division may temporarily suspend school bus services and close a school building if the health and safety of students and staff are at risk.

Elk Island Public Schools (EIPS) is effectively divided into four regions, each having a distinct location within the region to determine temperature and wind chill factor. When considering bus suspension due to inclement weather or region-specific, adverse conditions, EIPS defines regions in the jurisdiction as:

Region 1, Strathcona Region

Region 2, Urban Region - Hamlet of Sherwood Park and the City of Fort Saskatchewan

Region 3, Lamont Region

Region 4, Minburn Region

**Weather and Road Conditions (condensed)**

School bus service including pay ride bus services may be suspended by the Superintendent, in consultation with the Director of Student Transportation when at 5:00 AM, Environment Canada reports a temperature of -40C including wind chill factor, in one or more regions. School bus service may also be suspended or delayed by the Superintendent, in consultation with the Director of Student Transportation, due to adverse weather or road conditions. Suspension of school bus service may be limited to as specific region and may be done on a route-by-route basis.

When school bus service is suspended by the Superintendent, schools shall remain open to students. Parents must use their discretion when sending their children to school during inclement weather conditions, even when buses are running, and schools are open. For the safety of the students, it is the responsibility of the parents to ensure that their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

## Emergency Preparedness and Response

ELK ISLAND PUBLIC SCHOOLS (EIPS) FIRST PRIORITY DURING AN EMERGENCY is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency. The division and school emergency plan use well established functional protocols and procedures that address a wide variety of incidents. The actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur. **During an emergency please do not come to the school to pick up your child unless requested to do so.** Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation.

<b>Evacuation</b>	<b>Evacuation</b> requires all students and staff to leave the school and go to a designated location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation center. Parents would be informed of the alternate location via the school's crisis notification network.
<b>On Alert</b>	<b>On-Alert</b> gives staff and students a "heads up" of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an "All-Clear" is called.
<b>Shelter-in-Place</b>	During a <b>Shelter-in-Place</b> students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally, Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school's emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.
<b>Hold and Secure</b>	<b>Hold and Secure</b> is used if there is a security risk <b>outside</b> or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked, and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an "ALL-Clear" is called.
<b>Lock-Down</b>	<b>Lockdown</b> is used when there is a security threat <b>inside</b> the building. During a lock-down, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones, and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.
<b>Controlled Release or Dismissal</b>	Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.