



Mundare School

Philosophy

Everything we do is about helping people achieve all that they can be. It is about believing in dreams and building the hope needed to achieve them. We engage, motivate and inspire by focusing on individual strengths, interests, real-world activities and building partnerships with our families.

Mundare School is a school of Dignity and Respect

Mission Statement

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

Student Handbook

P.O. Box 319
Mundare, AB T0B 3H0
Telephone: 780 764-3962, Fax: 780 764-3785
Website: www.mundareschool.ca

Principal

Mrs. Liane Schultz

Assistant Principal

Mrs. Tracy Doerksen

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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Policies and Regulations

School Beliefs

We, the staff of Mundare School, believe that students learn best when they

- feel safe, happy and are enjoying learning
- value their work and see that it is valued by others
- apply their learning in meaningful contexts
- see that their efforts make a difference to themselves, to the school and to others
- see the important people in their lives working together

We believe that an effective education is based upon a partnership between the school, the home and the community. We encourage and are appreciative of the involvement of the home and the community in the life of the school.

School Advisory Council

The School Advisory Council provides parents and the school community with a means to consult with and provide advice on school policies to the Principal on matters pertaining to the school and its operations. The School Advisory Council also provides an opportunity for parents to facilitate fundraising activities for the school that can enhance the educational programming for our students above the basic level provided by Alberta Education.

Mundare School Advisory Council meets on the third Monday of the month. Please refer to the school calendar for actual dates and times to that schedule. Everyone is welcome to attend.

Home-School Communication

If parents/guardians have a question or concern about something at the school or in the classroom, they are encouraged to bring the concern forward directly to the appropriate person. If this issue cannot be resolved at the classroom level, they should bring it forward for discussion with the school principal or assistant principal. Most concerns can be addressed at the school level. If the issue cannot be resolved at the school level, parents/guardians may bring it forward for discussion with the superintendent.

All staff members can be emailed using the following format: firstname.lastname@eips.ca Every effort will be made to respond in a timely manner.

PowerSchool Parent Portal

Using a provided password, all parents/guardians of Junior High students have access to their child's grades, attendance and fees. Passwords are issued through the school office. The website is <https://powerschool.eips.ca/public/home.html>.

Allergy Aware

Please note that Mundare School is an Allergy Aware School and is a peanut-free environment.

Student Attendance Policy

At Mundare School continuous attendance is necessary to maximize student learning. In accordance with the School Act, Section 12 and Elk Island Public School (EIPS) Administrative Procedure 330, with the right to an education comes the responsibility for regular attendance. Regular attendance is primarily the responsibility of the student and his/her parents or guardians. If a student is absent due to illness or another valid reason, it is

requested that parents inform the school at 780 764-3962 or via email to the school secretary. After hours, messages may be left on the school's voicemail.

Leaving During the Day

Elementary students are not permitted to leave the school building or grounds during the instructional day. Junior High students are permitted to leave the campus at lunch, provided that they sign out and in at the office and provided that their parents provide written permission at the beginning of the school year. Parents/Guardians who are picking up or dropping off a student during the school day, please check in at the office to sign your child in or out of the school.

Late Policy

Junior High students who have unexcused lates will serve one lunch hour per five unexcused lates in the office, up to 20 lates. After 20 lates, the student will serve a one day in-school suspension.

Student Behaviour

In accordance with EIPS Policy, the goal of our behaviour plan is to develop and to promote the growth of student self-discipline and to encourage and reinforce responsible behaviour. The Board supports its staff in the maintenance of proper order and discipline that is consistent with Board policy and believes that students, staff and parents share the responsibility for student discipline in school. This includes student conduct outside school hours and off school property. Students who are involved in athletics, field trips, and music recitals are accountable to the principal for their general deportment at any time that the student is under the supervision of staff members and/or representing the school. Students can also be held responsible for their actions if they engage in inappropriate behavior outside school hours that could impact the school setting.

Mundare School Code of Conduct

We believe:

- everyone has the right to learn
- everyone has the right to belong
- students, parents/guardians and staff share a responsibility to support and encourage success

Responsibilities

Students shall:

- be familiar with the school code of conduct
- arrive at school on time and ready to learn
- follow classroom and school rules
- respect themselves and others
- comply with reasonable requests from staff

Parents/Guardians shall:

- be familiar with the school code of conduct
- assist their children to be on time and ready to learn
- support school efforts to help their children be successful student

Teachers/Staff shall:

- provide a positive learning environment
- initiate and respond to communications with parents/guardians
- prepare for and teach the Alberta curriculum

1. Minor Infractions Resulting in Progressive Discipline

Will generally be handled by individual staff members. May be referred to administration after repeated incidents and all reasonable means of corrections have been explored. Normal consequences can range from verbal warning to parent/guardian involvement.	
Minor disrespect/defiance to staff	Late for class
Minor physical/verbal harassment	Minor network misuse
Plagiarism – formative assessment	Unprepared for class
Off-task behaviour in class	Inappropriate language
Horseplay	Improper attire

2. Major Infractions Resulting in Progressive Administrative Discipline

Will be handled by school administration. Consequences can range from verbal warning to suspension. Typically will require parent/guardian involvement.	
Major disrespect/defiance to staff	Theft
Harassment: physical, verbal, sexual	Misuse of social media/cell phone
Vandalism	Repeated minor infractions
Plagiarism/cheating – summative assessment	Bus misbehaviour

3. Major Infractions Resulting in Suspension

Will be handled by school administration. Will require parent/guardian involvement. May include recommendation to the Board of Trustees for expulsion.	
Fighting/Assault	Unsafe/Dangerous actions
Possession of drugs or drug paraphernalia	Alcohol consumption/possession
Swearing at staff/Willful defiance/open opposition	Possession of a weapon
Smoking, including e-cigarettes, on school property	Truancy

Note: The R.C.M.P. may be notified if illegal activities are suspected. While school authorities will cooperate with police investigations, any consequences administered by the school are separate and distinct from any action taken by police or the courts. In an effort to ensure a safe and caring environment for our students, a number of community partners work with students, families and staff of Mundare School to assist young people to develop the appropriate knowledge, skills and attitudes to be productive citizens and capable lifelong learners.

Telephone

Except in emergencies, staff and students are unavailable to accept phone calls during class time. Office staff will be pleased to take messages. After school sports/events need to be planned before coming to school.

Cell Phones

Junior High students are permitted the responsible use of cell phones before class starts, at lunch and after dismissal. In addition, teachers may request that students use their phone for educational purposes during class time.

Note:

- **Students who choose to bring electronic devices do so at their own risk.**
- **Parents/guardians wishing to contact their children please do so by calling the office at (780) 764-3962.**
- **Students in grades 1-6 are requested to leave their cell phones at home.**

Accidents

The office must be notified of all accidents occurring on school property. Medical attention will be given as required and parents will be contacted.

Skateboards/Scooters

Students are not permitted to skateboard or scooter on school grounds.

Student Dress and Appearance

School is a place of work, and students are expected to dress accordingly. Good taste should determine dress and grooming, since personal appearance influences to a great extent how people feel towards each other. T-shirts with inappropriate slogans/pictures, exposed midriff, excessively short shorts, short skirts and revealing tops are **not** acceptable. Shorts should be at mid-thigh or longer. Tube tops are considered inappropriate school attire. Students breaching dress code may be sent to administration/counselors and be required to cover up.

Adequate footwear is required at all times in case of emergency evacuation of the school. Backpacks and jackets are to be kept in the student's locker during class time. Hats and hoodies may not be worn in the school.

Students must have a pair of inside shoes that have non-marking soles. Outside footwear must be removed by elementary students upon entry to the school and left on the assigned boot rack or carried to lockers. Proper footwear must be worn by all students in the gym at all times. Stocking feet or street shoes are not permitted during physical education classes held in the gymnasium.

Recess Policy

Elementary students are expected to go outside at recess and to dress appropriately for the weather. Inside recesses occur if it is raining, the temperature is below -25°C or there is a severe wind chill. During indoor recesses, students are supervised in the library, classroom, or gymnasium.

On the rare occasion that a parent/guardian believes their child is well enough to come to school but not well enough to go out for recess, a note should be presented and the child will be supervised in the office or library.

Lunch Hour

Students in grades K to 6 remain at school during the lunch hour under the supervision of a staff member.

Microwave ovens are provided for students who wish to heat their lunch. There is a two-minute maximum warm-up time for all students. A limited selection of food and drink items is also available for purchase, including soup, hot rods and fruit bars at the canteen.

Evacuation Procedures

When a school is confronted with an emergency situation, the main priority is the safety of our students and staff. Procedures have been put in place to ensure student and staff safety.

- If an evacuation alarm happens between classes or at lunch, students are to report to the basketball court area and line up with the teacher they have had from the previous block.
- In an emergency situation please do not use your cell phone.
- Once an emergency is in process students should not leave their designated area. Students are to remain with their teacher and class until the “all clear” is given. Lunch and period bells are to be ignored until the “all clear” is given.

Volunteers

Volunteers are an integral and much valued part of the Mundare School community. People who are interested in helping at the school are invited to contact the office or their child’s teachers. **All volunteers need to fill out a Volunteer Confidentiality form before they can volunteer in the school or on day field trips. Volunteers for overnight field trips must complete the Volunteer Confidentiality form, a Child Welfare and Criminal Record check.** More information about these requirements is available from the office.

School Visitors & Guest Policy

All school visitors, please report to the office.

Student Services

Medicine

Parents/guardians must complete a Child/Student Medication Management Plan if they wish the School Office to administer prescribed medicine to a student during school hours. The form describes the type of medication and the procedure to be followed. Medicine left at school is kept in a secure place in the office. Parents/guardians may allow their child to carry an inhaler or an epipen provided the child is responsible. **All medication that the school is to administer to a student needs to be in an appropriate drug store/pharmacy container with the student’s own prescription and name printed on the label.**

Lockers

The care of personal property is each student’s responsibility. A hallway locker is assigned to each Gr. 3-8 student on the first day of school. A lock will be provided to Junior High students and the combination will be recorded in the office. Junior High Students should not reveal their locker combination to other students and care should be exercised when opening combination locks to protect the security of their locker. At the end of June, lockers must be empty and clean. A cleaning fee of \$15 will be assessed if graffiti, posters, stickers, etc. have to be removed by cleaning staff.

The school retains the ownership of the lockers and as such, the administration has the legal right to search lockers as deemed necessary for the well-being and safety of the school.

Student I.D.

Plastic student I.D. cards are issued to all of our students. The Junior High students will have their cards issued

directly to them while the elementary students will have their cards stored in the library. These cards will be required to check out library books.

Elk Island Public Schools Student Transportation

Bus Ridership

School rules apply while riding school buses and students are expected to comply with driver requests. Repeated or significant improper behaviour will be dealt with by school administration and may lead to bus suspension. As well, the driver will contact parents/guardians. To enhance the safe transportation of students, buses are equipped with video surveillance equipment.

Suspension of Bus Service

Policy EBCD – Inclement Weather forms the basis to suspend busing services as necessary when weather and/or road conditions constitute a potential hazard for students.

- Schools **will remain open to students** should school bus service be suspended for the day;
- 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.

Weather and Road Conditions

School bus service, including all Payride bus services, shall be suspended when a temperature of -40°C with a wind chill factor is measured at the **Lamont Elementary School** at 5:00 a.m., or at the **Vegreville Environment Centre** at 5:00 a.m.

In the event that conditions are extreme, bus service may be suspended in **any or all** regions of EIPS when weather or road conditions warrant. In this instance:

- suspension of bus service information will be released to the public by local area radio and television stations commencing at 6:00 a.m.;
- a message will be placed on EIPS' central switchboard (780-464-3477; toll-free 1-800-905-3477); and
- Student Transportation will contact families on affected routes.

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.