

Mills Haven elementary



Student Handbook

2020-2021

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www.millshaven.ca

Mission Statement

Mills Haven School, through the collaboration of staff, parents and students, provides a safe, positive environment for students as they grow academically, emotionally and socially.

Philosophy

Children learn best when they:

- feel safe, heard, and cared for
- experience routines, but are confident to experiment with appropriate risk-taking
- are engaged, mindful problem solvers and critical thinkers
- work in a collaborative environment where all opinions are considered
- cooperate and respect each other
- understand expectations
- find meaning and worth in the work they do
- understand the importance of people working towards the common good of the school and community
- consider themselves lifelong learners, while developing new learning strategies and techniques that best suit their individual needs
- know how they learn best while having a variety of different learning experiences
- have goals, aspirations and an awareness that perseverance can help them achieve

Bell Schedule

On the first Wednesday of each month students will be dismissed at 2:13 p.m. for staff meetings. Please refer to the [Bell schedule on our website](#) for Schedules A and B, and which classes are assigned to each schedule.

Attendance

Continuous attendance by all students is essential for learning to occur. While recognizing that absences due to illness are often unavoidable, parents are encouraged to schedule medical, dental or other such appointments outside of regular instructional hours whenever possible.

The homeroom teacher and the school secretary monitor daily attendance. Parents are asked to provide information regarding absences as soon as possible. Parents may call the school (780-467-5556), write notes in agendas, send notes to school or call our 24-hour answering machine with the details, or email general.mhv@eips.ca . Please include the child's name, grade, teacher and length of absence.

When no prior notice has been received, the school secretary calls/emails home to verify a child's absence with the parents.

Students who arrive late are asked to check in at the office so both the secretary and the teacher know they have arrived.

Family holidays, which extend beyond regular holiday dates, should be undertaken with

the understanding that the student (and parent) is ultimately responsible for missed instruction.

Administering Medication to Students

If a parent wishes the school to administer medicine to a student, a Request Form must be completed giving full instructions as to the procedure to be followed. Please note medication may not be kept in backpacks. Parents of students requiring Epi-pens and/or inhalers need to file a form with the office which includes details. Epi-pens and/or inhalers are kept with the student and/or in the classroom depending on specific protocols requested by parents. **Teachers do not administer medication.**

Student use of Personal Communication Devices

Student cell phones and/or handheld electronic devices must be shut off during the school day and kept in the student's school bag. Bluetooth setting on Smart Watches must be turned off. Teachers may organize curricular activities involving the use of student devices in which case students and parents will be informed. All communications with children should go through the school office. The school is not responsible for any broken/lost/stole

Parent Communication & Updates

The monthly newsletter will be posted to our website on the first Friday of each month and a link emailed to parents on.

Mills Haven School and Elk Island Public Schools uses School Messenger as one way of sharing information directly with our families by phone and email. Messages may include bus cancellations or delays, inclement weather, upcoming events, last-minute cancellations, parental engagement opportunities, emergency notices, and more.

To ensure that we continue to comply with federal anti-spam legislation, parents/guardians are required to subscribe in order to receive routine emails from schools and the Division.

Please note: Those who are not subscribed risk missing important information on activities and projects including school-based events, fundraising activities, musical or theatre productions, school photos, graduations, dances, etc.

Regardless of whether you subscribe or not, you will continue to receive emergency messages, and information about the online posting of school fees

Noon Hour Supervision

All students who stay for lunch, *even occasionally*, are required to pay for their supervision. This fee will be added to the child's parent portal fees. The lunch supervision program is operated on a break-even basis. Supervisors are employed to supervise children throughout the lunch hour. Eating lunch at school is a privilege. Please encourage your child to use his or her best lunchroom manners.

Curriculum and Program Information

Alberta Education sets the curriculum for students. They have produced and updated curriculum brochures for parents for students in grades one through nine. Visit the website at <https://www.learnalberta.ca/content/mychildslearning/> .

Student Achievement

Assessment is the process of collecting and communicating information about student achievement. In essence, assessment informs students, teachers, and parents about what students have learned and how well they have learned it. Teachers regularly gather information about students' learning through a variety of assessment tools. These tools can include conversations, observations, the submission of student work, and tests or quizzes. Through these feedback opportunities, teachers determine students' areas of strength, and the areas in which students may need more time or practice. All of these opportunities allow teachers to give parents and guardians a clear and accurate picture of student achievement and growth.

Assessment is based on the knowledge and skill areas outlined in the Alberta Programs of Study or a student's Instructional Support Plan (ISP). Teachers do not use a child's behavior, effort, or work habits to determine grades or marks unless otherwise stated in the Alberta Programs of Study.

Students have a responsibility for their own learning and are expected to:

- attend school every day and be on time.
- complete assignments, projects, and tasks to the best of their ability.
- participate in activities that celebrate learning.
- consistently demonstrate their learning; and
- take advantage of opportunities to revise or redo assessments to demonstrate their learning.

Teachers will help students succeed by:

- providing appropriate programming for each student.
- clearly explaining what is expected of each student and how student work will be assessed and reported.
- ensuring students have multiple opportunities and ways to demonstrate their learning.
- giving students the opportunity to redo/complete missed assessments and activities.
- keeping detailed, accurate information describing student successes and challenges.
- providing timely and ongoing communication with parents/guardians, students, and school administration.

Parents and guardians can support a student's learning by:

- working in partnership with school staff.
- providing time and a place for children to practice and complete assigned work at home.

- ensuring regular school attendance.
- staying informed about school events and keeping in touch with school staff.
- regularly accessing student assessment information via PowerSchool; and
- attending Parent-Teacher-Student conferences/interviews.

For more information, please click <https://www.millshaven.ca/> to read our *Guide to Reporting Student Achievement 2020-2021, Kindergarten to Grade 6*.

Lost and Found

Please mark all your child's materials and clothing clearly so that they may be claimed if lost or misplaced. Three times a year, during Student-Parent-Teacher Interviews and at the end of June, lost and found materials will be set up outside the Music Room.

Extra set of Clothes

Seasonal changes are messy and sometimes accidents happen! All students should have an extra pair of pants and socks in their school bag.

Student Dress Code

School is the students' place of work and they are expected to dress accordingly. Clothing must be appropriate for a school setting, including weather conditions. Clothing should be in good taste which includes: T-Shirts and pants that cover the midriff, and shirts with appropriate sayings or logos. If a staff member determines that a student is dressed inappropriately, they will have a conversation with the student, and possibly discuss with parents as well. Students will be asked to find more suitable clothing. Students who wear hats are asked to remove them when they enter the building, except for special events or theme days.

Students are required to wear footwear at all times. This is necessary to promote good hygiene and to be prepared in case of any emergency evacuation of the school which could occur at any time. Please provide both indoor and outdoor footwear. Students require inside (running) shoes that will not mark the floor (some black soles are a problem) for their gym classes.

Outdoor shoes or boots are to be removed in the entryway and placed on the shelves in the assigned boot rooms.

Illness and Accident at School

If a child becomes ill at school, parents are contacted to take the child home. If parents are unavailable, the school will phone the emergency contact person to take the child from school. If neither the parents nor the emergency contact person can be reached, the child will remain in the infirmary.

When minor accidents occur that do not appear to require medical attention, parents may be contacted by phone to make them aware of the incident. If the accident appears more serious, the parents are contacted and requested to come to the school, and it is then their responsibility to seek medical attention. If parents are unable to be

reached, a member of the administration team will arrange for medical assistance as deemed necessary. **Please notify the school immediately if there are any changes in medications as well as contact information, including home, work and emergency numbers.**

Student Behaviour Plan

Good behavior and good choices are always important wherever you are. Throughout the year at Mills Haven, staff and students focus on character development. Values will be reinforced in a variety of ways such as classroom discussions, newsletters, special events, assemblies and daily announcements.

The purpose of our Behavior Plan is to help students develop a positive self-concept and nurture social skills that enhance their relationships as they work and play. The development of positive student behavior is a shared responsibility between students, staff and parents. Student achievement is enhanced as we work together to create a safe and caring learning environment.

Students have the responsibility of respecting the rights and dignity of others, and of becoming actively and productively involved in their own academic learning and social growth. In accordance with the School Act, students are expected to conduct themselves so as to comply with the following code of conduct:

- respect the rights of others
- be diligent in pursuing their studies
- attend school regularly and punctually
- co-operate fully with all adults in the school
- comply with the rules of the school
- account to staff for individual conduct
- be aware of school expectations and consequences

Staff are responsible for establishing a positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education and developing a sense of self-discipline and responsibility while making a positive contribution to society. This is a climate in which:

- students feel safe, important, trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation
- there is a joint effort to learn and a feeling of mutual respect among staff, students and parents
- appropriate behavior is consistently encouraged and complimented, thus increasing students' self-esteem and reinforcing self-control
- on-going communication exists between teachers and parents on issues related to schooling

Parents have a responsibility to ensure their children are ready to learn, and to help them make good academic progress. The role of the parent with respect to education includes:

- supporting the school policies and procedures, and encouraging their children to understand and respect them
- encouraging their children to pursue their studies diligently
- maintaining communication with school staff regarding the progress of their children and attending scheduled conferences with their child
- encouraging and supporting the regular and punctual attendance of their children

The Mills Haven School Behavior Plan reflects **Administrative Procedure 350**. This procedure is available online at <https://www.eips.ca/about-us/administrative-procedures/350>

Students, staff and parents demonstrate positive behaviours by respecting the following **expectations and responsibilities**:

Student Motto

“Be safe, show respect, work hard, finish strong, be YOU!”

School Rules/Expectations:

- Be on time, prepared and ready to work.
- NBC - Keep your hands, feet and body to yourself.
- Show respect by being polite and cooperative.
- Take care of everyone’s property.
- Work and play safely and responsibly in and out of the school.

5 Step Problem Solving Process:

1. Ignore
2. Walk Away
3. Ask the person to stop
4. Tell Someone (supervisor, your teacher)
5. Go to the Office

Playground Slide Rules:

“Snow, sticks and sand stay on the ground.”

- One person at a time, feet first.
- Slide sitting down.
- No climbing up or on slides.
- Do not block slides.

Playground Swing Expectations:

- Swing in same direction.
- No jumping out of swing.
- One person at a time.
- While waiting, stand far enough away to avoid being kicked. Do not walk close to swings.

Discipline Policy

The purpose of our School Discipline Policy is to encourage appropriate student behavior and to maintain a positive, safe and caring learning environment. The three primary principles of our discipline policy are:

- Students have the right to learn without interference from others in a safe environment.
- Students are responsible for their own behaviour.
- Students will be treated as individuals and consequences will be specific to the individual student.

Inappropriate behaviour will be categorized into major and minor offenses. Distinct strategies will be implemented to address each behaviour category. Teachers, in consultation with the principal, will categorize the exhibited behaviour as minor or major, if it is not described below.

Minor Offenses: this category of behaviour may include, but is not limited to, interrupting the teacher, noise making, using a personal communication device, and disrupting other students. If students exhibit any of the above mentioned behaviours, they will:

- be given reminders of the expected behaviors
- be warned that continuation of inappropriate behaviour will result in more significant consequences (ie: removal from situation, confiscation of PCD)
- if inappropriate behaviour continues, the student may be sent to the office

Major Offenses: this category of behaviour may include physical aggression, harassment, vandalism, swearing and defiance. If students exhibit any of the above mentioned behaviours, they will:

- be immediately removed from the situation and sent to the office
- parents will be notified
- students may receive any of the following consequences: detention, loss of recess(es), in school suspension, out of school suspension and referral to the school board for further disciplinary action
- parents will be responsible for any costs associated with damage or lost property caused by their child

Consideration of Individual Circumstances

To ensure alignment with the School Behaviour Plan when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times. Mills Haven Elementary School considers the individual circumstances of students when applying support and consequences by:

- Promoting a teaching/learning environment which is responsive to the diverse needs of its students.
- Establishing procedures for applying fair, equitable and non-violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- Recognizing and taking into account a student's age, cultural background and their emotional state.

- Recognizing the rights of all students to:
 - Express their opinions in an appropriate manner and at the appropriate time
 - Work and learn in a safe environment, regardless of their age, gender, cultural background, socioeconomic situation and specific circumstances

Elk Island Public Schools Suspension of Bus Service Due to Inclement Weather

EIPS Administrative Procedure 131: 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. School bus service shall be suspended when a temperature of -40 degrees Centigrade, including wind chill factor, is reported. In the event that conditions are extreme, bus service may be suspended when weather or road conditions warrant. In this instance, details about bus service suspensions will be released to parents by a *School Messenger* phone message, as well as on the EIPS website at www.eips.ca.

- If unsafe road conditions occur, individual bus operators, in consultation with the EIPS' Director of Student Transportation, have the discretionary power to not operate or abandon completion of the morning route by returning students to their home.
- Student transportation staff must ensure students have adequate access to residences.
- If weather or road conditions deteriorate during the day, the Student Transportation Director may authorize individual or all buses to leave schools prior to regular dismissal times. In this instance Principals, staff, parents and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier. This includes attempts to contact parents/ guardians/emergency contacts to ensure students have adequate access to residences.

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 parents to ensure their children are suitably dressed for coping with weather conditions and arrangements.

Bus Safety/Student Conduct Rules on Busses

Students are expected to follow all bus safety rules. For complete listing of rules and consequences please visit our [website](#).

Emergency Preparedness and Response

Our 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. Actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills are conducted, plus an additional two drills which may include any of the following: shelter in place, hold-and-secure or lock-down. 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 in case a real emergency should 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.

For more information on the school plan go to <https://www.millshaven.ca/parent-resources/emergency-preparedness-at-mhv>. For the division emergency preparedness plan visit the division website at www.eips.ca or contact the school principal.

Conclusion

The purpose of the school handbook is to provide parents and students with accurate and current details about the school's operation. Each year, the handbook is reviewed and edited. For questions or clarification please call the school at (780) 467-5556 or contact the principal at principal.mhv@eips.