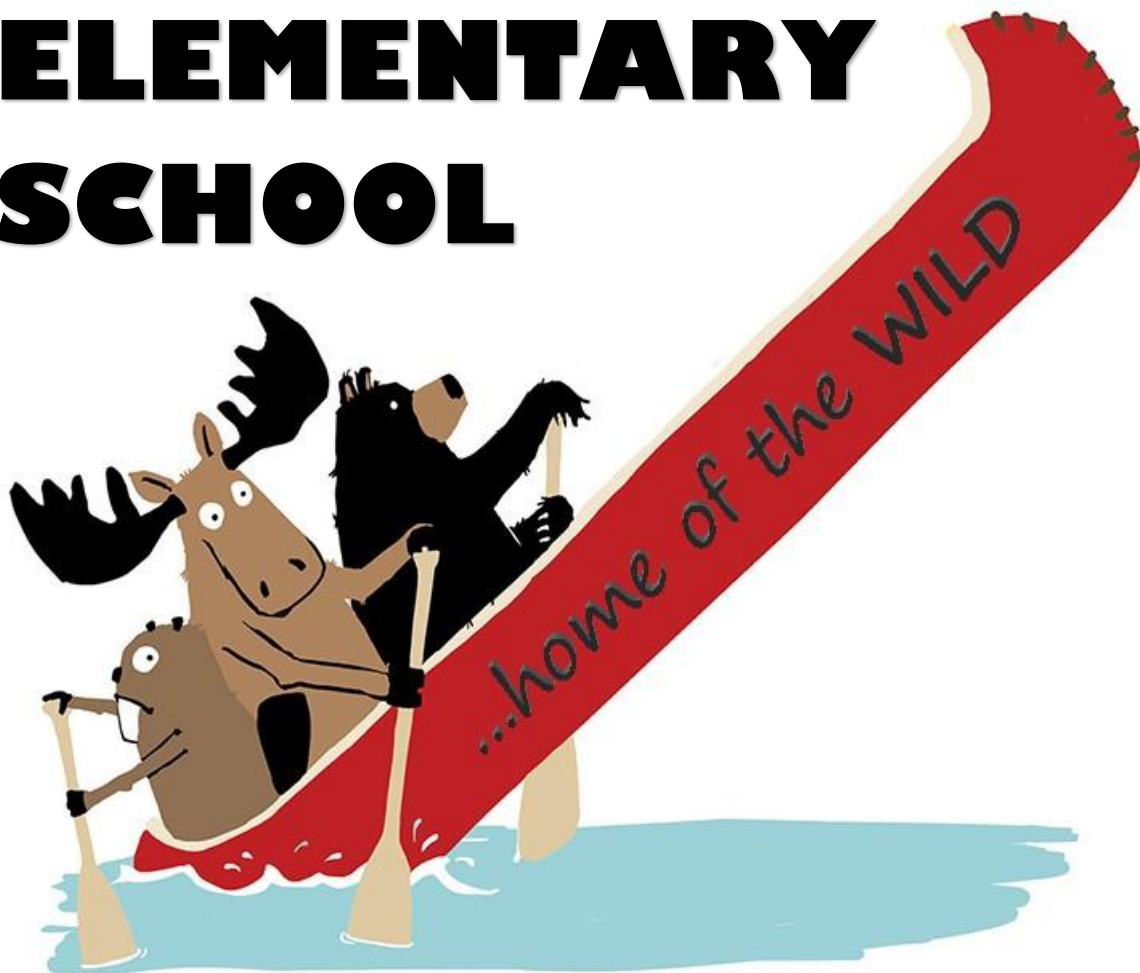


# MARY BERGERON ELEMENTARY SCHOOL



## PARENT / STUDENT HANDBOOK



**2024 - 2025**



**Welcome to MBE!** Education in our school is about making a difference in the lives of children. It is about helping them to gain the knowledge, skills, and attitudes necessary to enable them to fully embrace challenge, respect diversity, and to pursue personal and academic excellence. Whether you've been a part of our school since the beginning or if you are a new arrival to our 'family', you will find that here at Mary Bergeron Elementary you are now part of a special community that places a high priority on quality teaching and learning, a community where good character matters, and a community that, above all else, values its most prized resource – our students!

This handbook has been created so that all involved with the education of our students will be better informed regarding life here at MBE. I trust that you will find that the staff at this school will continually go above and beyond to provide your children with the best learning experiences and opportunities possible. A walk through our building will reveal a dedicated and professional staff that have high expectations for themselves and their students - and I believe that you will come to see very quickly that you have enrolled your child in a truly world-class, outstanding elementary school.

My door is always open – should you have any questions or concerns about the handbook or the programming in general here at MBE, please do not hesitate to call, email, or drop in. I look forward to getting to know each and every one of you over the next while and wish you all a very successful, enjoyable, and memorable school year.

A handwritten signature in black ink, which appears to read "D Reynolds". The signature is fluid and cursive, with a long, sweeping line extending from the end.

Darcy Reynolds, **Principal**  
Mary Bergeron Elementary



MARY BERGERON  
ELEMENTARY

## Parent / Student Handbook 2024 - 2025

### GENERAL SCHOOL INFORMATION

#### MARY BERGERON ELEMENTARY

4535 – 8<sup>th</sup> Avenue  
Edson, AB T7E 0C6

**Telephone:** 780.723.5300  
**Fax:** 780.723.4948  
**Website:** [www.mbelementary.gypsd.ca](http://www.mbelementary.gypsd.ca)  
**Facebook:** [www.facebook.com/marybergeronschool](https://www.facebook.com/marybergeronschool)

#### Email for MBE staff:

Type first four initials of first name, plus first four initials of last name [@gypsd.ca](mailto:@gypsd.ca)  
e.g. Mrs. Mary Bergeron would be [maryberg@gypsd.ca](mailto:maryberg@gypsd.ca)

### ABOUT OUR SCHOOL

**Mary Bergeron Elementary** is a modern K-5 school which opened its doors in September of 2017. The school is located in Edson, AB, along the beautiful Yellowhead highway, and is one of two elementary schools that are part of the *Grande Yellowhead Public School Division*. Enrolment in the school, is approximately 400 students in 18 K-5 classrooms. There are approximately 36 staff members working at the school, including 18 classroom teachers, 2 specialty teachers (Music & PE), 2 administrators, 13 support staff, an SLP and school counsellor.

The school has a strong and supportive *School Council* and parent group that work together with the school to ensure that we live our vision, **“Every Student; A Success Story”**

#### *School Vision*

**“Every Student; A Success Story”**

#### *School Mission*

MBE strives to be a world-class elementary school. We build the foundation for our successes through meaningful relationships, relevant and engaging learning, and effective communication. We challenge ourselves to be better than we think we can be, and advocate for the greater good of our multidimensional school community. Our work to accomplish this mission will create lifelong, confident learners, who have the tools necessary for success in an ever-changing world.

#### *School Motto*

**“We’ve Got This”**



MARY BERGERON  
ELEMENTARY

2024 - 2025

**BELL TIMES**

	MONDAY
* 8:30 – 8:45	Homeroom
8:45 – 9:15	M&Ms
9:15 – 9:45	
9:45 – 10:15	
10:15 – 10:30	RECESS
10:30 – 11:00	
11:00 – 11:30	
11:30 – 12:00	
12:00 – 12:30	RECESS
12:30 – 12:50	LUNCH
12:50 – 1:20	
1:20 – 1:50	
1:50 – 2:05	RECESS
2:05 – 2:35	
2:35 – 3:05	
* 3:05 – 3:15	Homeroom
* WARNING BELL @ 8:30am	

**TEACHING STAFF**

<b>KL</b>	Kevin Leis
<b>KR</b>	Christine Reynolds
<b>1E</b>	Erin Warren
<b>1J</b>	Jessie Johnston
<b>1S</b>	Bobbi Semotiuk
<b>2A</b>	Brittany Adelman
<b>2B</b>	Rachelle Bilawey
<b>2D</b>	Emily Dennison
<b>3D</b>	Mariea Dennison
<b>3H</b>	Stephanie Hyatt
<b>3P</b>	Paige Ekdahl
<b>4H</b>	Joe Hyatt
<b>4S</b>	Kristy Schwartz
<b>4W</b>	Sarah Williams
<b>5D</b>	Jared Dahl
<b>5H</b>	Marina Hagler
<b>5K</b>	Becky Kehler
<b>Music</b>	Ashlynn Martin
<b>P.E.</b>	Nicole Clayton

**Learning Support** Neacaile Cave  
**Assistant Principal** Sarah Williams  
**Principal** Darcy Reynolds

**OFFICE STAFF**

<b>Secretary</b>	Jennifer Claridge
<b>Secretary/Librarian</b>	Liz Arndt
<b>School Counselor</b>	Jessica Craig
<b>Speech Language (SLP)</b>	Ande Hinchey

**SUPPORT STAFF**

Marlene Dahl  
 Cherise Fron  
 Sherry Hansen  
 Cheri Ladouceur  
 Denise Martin  
 Kim Martin  
 Hailey Nein  
 Annalise Richer  
 Ashley Watson  
 Sheila Weenk  
 Kristy Williamson



MARY BERGERON  
ELEMENTARY

## SCHOOL IDENTITY



...home of the **WILD**



## WING MASCOTS

**Green Wing**



**TIMBER**

**Red Wing**

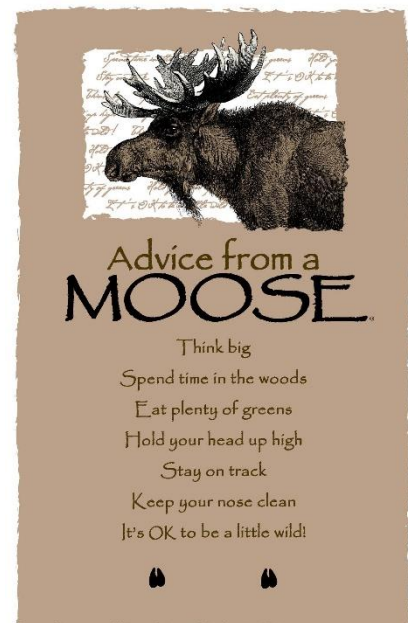
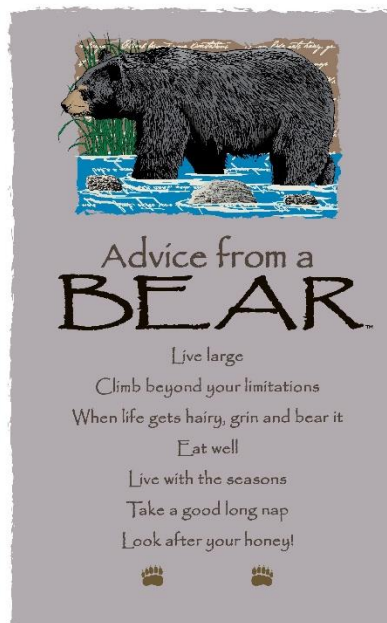
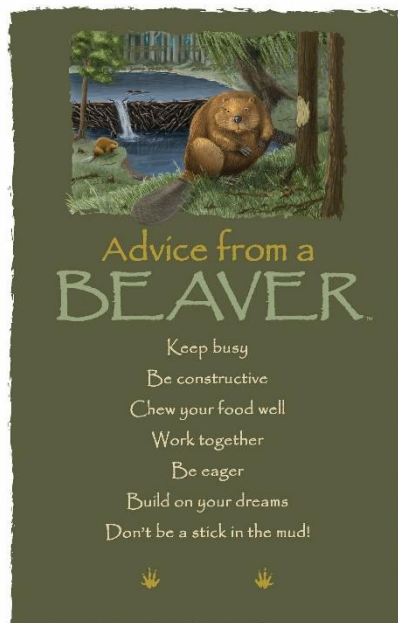


**HONEY**

**Blue Wing**



**FOREST**



***At MBE we understand that creating a positive school culture has a remarkable impact on the success of a school.*** Positive school culture encourages greater effort, productivity and creativity, improves collaboration, supports successful change and improvement efforts, builds commitment, pride, and identity for students and staff, and amplifies the energy and motivation of your entire school community.





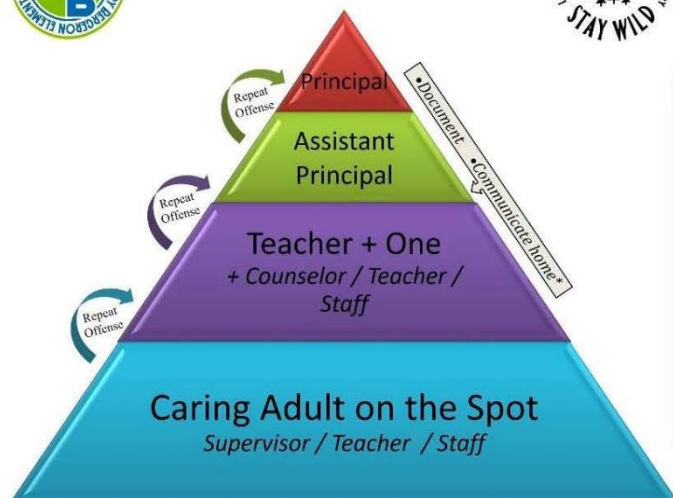
## DISCIPLINE at MBE

...what does that look like?

At Mary Bergeron Elementary, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching students to take responsibility for their actions, and providing them opportunities to practice these skills, is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment. By implementing logical and consistent consequences, and by providing students with opportunities to become responsible and caring members of the community, they will learn about their behavior, their choices, and their impact on others, while still maintaining their dignity.



## Discipline Pyramid



\*Parents are not always called on the first problem or for minor issues, as students are encouraged to take responsibility for their own actions and to learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of their behavior.

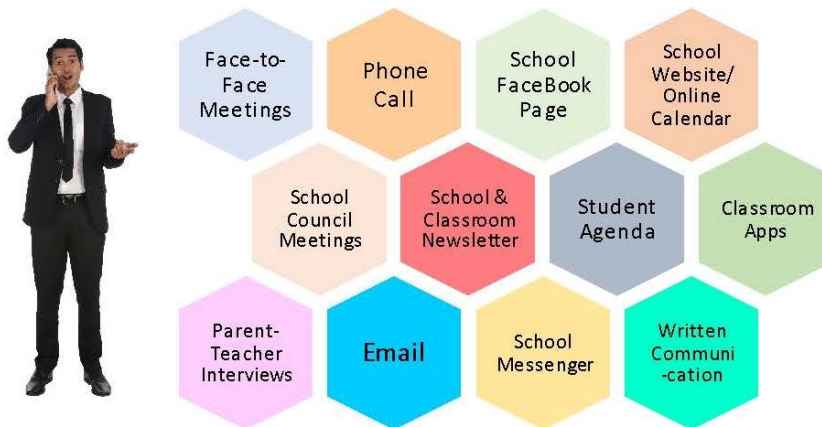
All minor incidents are dealt with by the ***caring adult on the spot***. In this way, inappropriate behavior is identified and corrected immediately and in a manner that allows our students to take responsibility for their actions and to learn from the situation. If an incident is a repeat offense, it would be escalated up the pyramid using the steps shown above. More serious incidents and infractions may enter the pyramid directly at a higher level – depending on the history and seriousness of the infraction/ behavior.



# EFFECTIVE COMMUNICATION

Communication plays a key role in creating and fostering strong, positive relationships between the school and home. Research and experience show that strong relationships between home and school positively impact our students' overall success – which is what we all want for them.

**Communication at MBE can take place in a variety of formats:**



## ***Expectations – Addressing Concerns Directly***

If parents/guardians have a concern about something at the school or in the classroom, they are encouraged to bring the concern forward, in a timely manner, directly to the appropriate person. These discussions should take place in the following order:

1. Discuss the concern with the **classroom teacher** to determine if the issue can be resolved at the classroom level. Almost always, any issues that arise are caused by miscommunication and can easily be resolved with the teacher. Dealing directly with your child's teacher, in a respectful manner, goes a long way in developing a stronger relationship between you and them and helps to ensure that future issues are rare and easily solved.
2. If this issue cannot be resolved at the classroom level, bring it forward for discussion with the school **principal** or assistant principal. Most concerns can be addressed at the school level when school staff and administration as well as parents/guardians engage in open and collaborative discussion.

Our school uses **social media** as a positive communication tool, but we also recognize that it can be used in a way that causes harm. We expect our school community to be 'above this' and to avoid using social media as an avenue to vent, rant, or complain publicly. ***Nothing positive ever comes from this.*** Any issue can be worked out between home and school when cooler heads prevail, common ground is found, and we remember that we all want the best for our kids.

***Don't hold a grudge; hold a conversation!***



# Not everything is **BULLYING**!

3 THINGS MUST EXIST FOR IT TO BE BULLYING:

- ✓ *Repetitive over time*
- ✓ *Intentional / Targeted*
- ✓ *Imbalance of Power*

## THE DIFFERENCE BETWEEN **BULLYING** AND **CONFLICT**

Imbalance of power, not friends	Equal power or friends
Repeated negative actions	Happens occasionally
Purposeful	Accidental
Serious with threat of physical or emotional harm	Equal emotional reaction
Strong emotional reaction from victim and little to no emotional reaction from the individual(s) doing bullying	Not seeking power or attention
Attempt to gain material things or power	Not trying to get something
No remorse – blames victim	Remorse – will take responsibility
No effort to solve problem	Effort to solve problem



CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation			CANNOT be resolved through mediation
	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	



# MBE is an Allergy-Aware School



**Some kids can get very sick when they eat certain foods. This is called a food allergy. If someone tells you they have a food allergy, you should *react with respect*.**

## How do you respect food allergies?

**Know  
that food  
allergies are  
very serious**

**Wash your  
hands  
after eating**

**Don't share  
your food  
with friends  
who have  
allergies**

**Get help  
right away if  
a friend gets  
sick**

**Show  
kindness**



## ***React with Respect***

## Student **RIGHTS** and **RESPONSIBILITIES**

*Mary Bergeron Elementary students have rights and responsibilities. As an MBE student:*

**I have the right to be respected; therefore, I have the responsibility to be respectful of others.**

- I will accept and include others who are different from me.
- I will listen while others are speaking.
- I will use kind words so that I don't hurt the feelings of others.
- I will respect the ideas and opinions of others.

**I have the right to feel safe; therefore, I have the responsibility to be safe and keep others safe.**

- I will follow playground and school rules.
- I will keep my hands and feet to myself.
- I will help make MBE a bully-free school.

**I have the right to learn; therefore, I have the responsibility to work peacefully.**

- I will follow classroom rules.
- I will work quietly when working independently.
- I will work cooperatively in groups.

**I have the right to be successful in school; therefore, I have the responsibility to be prepared and do my personal best.**

- I will complete my assignments on time.
- I will respect all MBE teachers and staff.
- I will do my very best at all times.

***I have the right to be a valued member of the MBE school community; therefore, I have the responsibility to treat the building, the grounds, our school reputation, and all the people in my community with respect.***





## MARY BERGERON ELEMENTARY

### *Everything else you need to know ...from **A** to **Z***

#### **A**

**Agenda** – Grades 1-4 students will receive an agenda at the beginning of the year. Please check your child's agenda nightly for communication. Replacement agendas can be purchased through the office at a cost of \$6.00

**Absences** - If your child is going to be absent or late, you are required to inform the school. This should be communicated to the school office by calling: 780.723.5300 Although classroom teachers appreciate knowing when a student will be absent or late – and we encourage you to communicate that with them as well - if you do not inform the office, we may not receive the information required to complete daily attendance records, and this is a crucial part of the process in ensuring all of our students are safe and accounted for at all time. Your cooperation with this is greatly appreciated.

**Alberta Education** – By law, schools are required to report student attendance to Alberta Learning. Students will be considered an excused absence for medical reasons only. Other absences will be designated as non-excused in the student record.

**Allergies/Asthma/Medical Condition** - If your child has serious or life-threatening allergies/asthma/medical condition please ensure that their Medical Information is always kept up to date in the office and that their medications are available both on and off-campus (if applicable). Please contact the office if your child requires prescribed medications to be administered at school as there are forms that need to be filled out by your physician and approved by the principal prior to any medications being administered.

**Arrival** - Parents are requested to drop their children off at school any time after 8:00am. The school doors are locked and there is no adult supervision in place prior to 8:00am. Children can proceed directly to the playground where they will be supervised until the bell rings at 8:30am. In case of inclement weather, an announcement will be made and students will proceed directly to their classrooms through their normal wing entrance.

**Assessments** - Assessments are ongoing in the classrooms. Students come to understand that assessments help teachers understand their thinking and guide their instruction. A variety of assessment tools are used to set goals for student learning.

**Attendance** - Teachers take morning and afternoon attendance. If a student is not in class and the parents have not informed the school, a call will be made home to determine the reason for the absence. If your child will be absent from school we ask that you inform the office by phone or via the school website. Schools are required by Alberta Education to maintain accurate records of student attendance and late arrivals.

## **B**

**Backpacks** - Please check your child's backpack for their agenda, notes and other information from the school. It may be helpful to work with your child on designating a specific pocket to keep notices and their agenda in.

**Bell Times** - The morning entry bell rings at 8:30am with O'Canada playing school-wide at 8:34am indicating that all students should be in class. The lunch starts at 12:00pm with afternoon classes starting again at 12:50pm. Dismissal at the end of each day is at 3:15pm.

**Birthdays** - We love to celebrate birthdays! Students are recognized with birthday wishes over morning announcements, a certificate presentation at our weekly M&Ms assembly, and through the special ways of their homeroom teachers. We ask that if parents wish to send a special birthday treat to school to make sure they have coordinated with the homeroom teacher prior to doing so.

**Book Fairs** - We host two Book Fairs over the course of the year (Scholastic). Parents and students have the opportunity to purchase the latest book titles for very reasonable prices. Proceeds from Book Fairs go directly to our school library and into classroom library collections.

**Book Orders** - Teachers may send home Scholastic Book orders with your child, however, your involvement is optional. The company offers a large selection of good books and provides an excellent bonus program, which enables yearly building of the classroom library. Just as you would guide your child's selection at a bookstore, please guide your child's choices in this club.

**Bucket Filling - At MBE, we are Bucket Fillers!** Throughout the course of the school year MBE students practice being Bucket Fillers! The concept of being a bucket filler comes from Carol McCloud's Book, [\*Have You Filled a Bucket Today?\*](#)

The purpose of "Bucket Filling" is to improve social and emotional learning. It is based on a simple concept where we each have an invisible bucket with the singular purpose of holding good thoughts and feelings about ourselves. When we are happy and good to others, our buckets become full. When we are sad or unkind to others, our buckets become empty. Bucket Fillers fill both their own and others' buckets. Conversely, if a person is unkind or hurtful, they are referred to as "Bucket Dippers." Like Bucket Fillers, Bucket Dippers dip into both their own buckets when they choose to be mean or hurtful to others. Children quickly grasp this concept.

During the school year we encourage, remind, and recognize everyone's efforts to be Bucket Fillers at home, at school, and everywhere they go. As parents, you can help reinforce this by discussing this further with your child and using some of the terminology (bucket fillers, bucket dippers) at home.

**Buddies** - Every year, classrooms partner with another grade level class to become 'Buddies'. Buddy partnerships of 'big' kids and 'little' kids allow the older students to experience themselves as caring, competent, and valued, while the younger students can experience themselves as worthy of special attention and kindness. Our Buddy Program allows for friendship and learning across the grades and is a win-win for everybody!

**Bussing** - All student transportation matters are handled by Grande Yellowhead Public School Division (GYPSD). For further information on student transportation, please visit the GYPSD website at [www.gypsd.ca](http://www.gypsd.ca) or contact their office at 780.723.4471



**Bullying** – Mary Bergeron Elementary has a zero-tolerance policy for Bullying. It is very important, however, to understand ***what bullying is and what it is not***. Please see the information page entitled '*Not everything is Bullying*' near the front of this handbook.

## **C**

**Calendars** - Keep up-to-date on holidays, professional days, etc. on the yearly calendar that is distributed by the division at the beginning of the school year and by subscribing to our MBE Calendar on the school website [www.mbelementary.gypsd.ca](http://www.mbelementary.gypsd.ca)

**Cell Phones** – If a cell phone is brought to school, it must be turned off and kept in the student's backpack. Students may not use a cell phone in class, in the hallways, on the playground or on school property in general during the school day. Please note that backpacks are not kept in secured areas and as such, Mary Bergeron Elementary is not responsible for any lost, stolen or damaged cell phones. Cell phone infractions may result in the student's cell phone being taken away for the remainder of the day or longer with repeated infractions. Students may turn their cell phones on at the end of the school day (3:15 pm) to check quickly for any important texts from parents, but are asked not to use them until they are off school property.

**Class Lists** – Each year our staff spends a great deal of time meeting and discussing the best classroom placements for the following year. These discussions take into account many factors and it is a very complicated and detailed process. As such, we ask that parents do not request any changes to their child's classroom placement during the first two weeks of the school year. Giving them time to start building a relationship with their teacher and new classmates almost always alleviates any anxiety or concerns parents might be feeling before the school year starts.

**Clothing** - Neatly dressed students help to create a positive learning culture. Please have your child dress in comfortable clothing that is appropriate for elementary school. Proper footwear is required for daily PE and shoes should have non-marking soles.

Every year our lost and found area "overflows" with items that could easily make their way back to students if the items had been labelled. Please label clothing for easy identification - See Oliver's Labels under "O" to purchase these labels. Items not claimed are donated to charity at the end of every month.

\*K & Grade 1 parents, please include a change of underwear and pants in your child's backpack as accidents do happen.

**Clubs** - Students have many opportunities to take part in a variety of different lunch hour clubs offered over the course of the school year.

**Communication** - We have many ways of keeping parents informed.

- 1) Mary Bergeron Elementary school website – <https://mbelementary.gypsd.ca/>
- 2) Mary Bergeron Elementary Facebook page - <https://www.facebook.com/marybergeronschool>
- 3) Emails
- 4) Newsletters
- 5) Remind / Class Dojo / SeeSaw

Please feel free to contact the teachers if you have questions or need clarification about upcoming events.

**Contact Information** - Twice a year parents will be requested to confirm their child's demographic data (address/phone numbers/emergency contacts). Should any of this data change at other times over the course of the year, please contact the office.

**Counselor /FLSC - Family Liaison School Counselor** - Is available through the school office should you or your child wish to meet regarding non---academic needs. Our *Family School Liaison Program* provides assistance to support student and family needs throughout our school. The goals of the program are to:

- Strengthen and stabilize school and family life
- Promote healthy relationships among family, child/youth and school
- Increase mental health capacity in children and youth.

Individual counselling is available to deal with an array of needs including separation/divorce, grief/loss, self-esteem, mentoring/positive role modeling, school attendance, parent/child conflict, violence, abuse, depression, anxiety, peer/friendship issues, and problem solving. Referral information is also provided to those families wishing to access community resources and services, or for students requiring supports outside of the scope of the Family School Liaison Counselor.

## D

**Daily Physical Activity (DPA)** - Students in grade K---5 are given a minimum of 30 minutes of physical activity each day. This may occur in a variety of ways including PE class, outdoor pursuits, classroom activity, etc. It is important that students have appropriate footwear and clothing at school for gym and other related activities.

**Dismissal** – During dismissal block at the end of the day, there is supervision on the west side of the playground at the bus lanes, but there is no supervision on the rest of the playground. As such, we ask that parents please arrange to pick up your children on time to avoid delays that draw them out to the unsupervised playground. We encourage parents and students to set a pre-arranged meeting area to avoid confusion. Any changes to the normal routine for a student need to be communicated to the school in advance.

## E

**Email** - Teachers can be contacted through email; teacher's first 4 letters of their first name followed by the first 4 letters of their last name **@gypsd.ca** A complete list of staff and contact info can be found on the MBE website [mbelementary.gypsd.ca](http://mbelementary.gypsd.ca)

**Emergency Drills** - Teachers will prepare students regarding expectations related to different types of emergencies that may happen inside and outside of the school. There are scheduled emergency drills throughout the school year; these include fire drills, lockdowns, hold and secure, shelter-in-place, etc

**Extended Absences** - If you must remove your child from school for an extended period of time (family vacation or other reasons), please let the school know with as much notice as possible. Although we do recognize the benefit that family experiences can have for our students, it is important to limit the number of days your child is absent from school. We ask that you check our school calendar and do all you can to arrange these types of activities around scheduled school breaks if possible.

**Early Pick Up** – Students will not be called down to the office for early dismissal between 3:00 and 3:15pm Monday through Friday. An early dismissal between these times should be arranged with the office ahead of time.

## **F**

**Facebook** - “Like” us on Facebook.

**Facility Respect and Responsibility** - Our custodial staff spend many hours each day ensuring that we have a clean learning environment. It is an expectation that students do their part to help keep our school looking sharp.

**Field Trips** – Students will participate in several off-campus activities during the school year. Permission forms for local area activities are part of the online registration process and field trips that take our students to learning opportunities away from the school vicinity are sent home to parents as they arise. For these, we ask that you please sign & return the forms to your child’s homeroom teacher by the due date indicated on the form. For easy “off site” identification, we encourage our MBE students to wear any of their school clothing (available to order on <https://marybergeronelementaryschool.entripyshops.com>) on field trips.

**Field Trips (Parent Transporting)** – Part of the learning opportunity of an out-of-town field trip is the experience of riding the bus with the other students. We strongly encourage all students to be a part of that as well as parent volunteers. If a parent still wishes to transport their **OWN** child to and from the field trip it is imperative that they make those arrangements with the school well in advance as this can impact transportation, grouping, and other logistical planning. ***Under NO circumstances will a parent be permitted to transport a student to and/or from a field trip who is not their own child. In addition, no siblings of students whose parents are volunteering can attend a school field trip.***

**Fire Drills** - Staff are experienced with respect to evacuation/lockdown procedures. Fire drill and lockdown exercises will be practiced throughout the school year.

**French** – French as a second language is a part of the curriculum for students in grades 4 and 5.

**Friends** - In developing community, we encourage students to be a friend to everyone. Students are encouraged to always include others in their games and activities.

**Fundraising** - Over the course of the year the school and/or the School Council may have fundraising events/campaigns; proceeds from these go directly towards enhancing your child’s learning environment.

## **G**

**GYPSPD** – Mary Bergeron Elementary is part of the Grande Yellowhead Public School Division. Their office is located in Edson at 3656, 1 Ave. Information about GYPSPD can be found on their website at [www.gypsd.ca](http://www.gypsd.ca)

## H

**Hand Washing / Sanitizing** - Hand cleaning stations are located in classrooms, bathrooms and high traffic areas throughout the school. Classroom and bathroom sinks are available throughout the school (including soap and towels) for hand washing.

**Health & Nutrition Guidelines** – We encourage our student and parent community to make healthy choices in lunches and snacks brought from home.

**Hot Lunch Days** - All of our hot lunch days are ordered and are encouraged to be paid for online. Our school council organizes these days and will provide parents with further information about the details and how you can order.

**Home-Reading Program** – This homeroom-initiated program involves taking books home to read from our “leveled book library” found in each classroom. This is an individualized program for each student and usually begins in the fall. More details are provided by your child’s homeroom teacher.

## I

**Indoor/Outdoor Shoes** - Students are required to have a clean pair of indoor shoes that they can change into from their outdoor shoes. As these indoor shoes will be used during P.E. classes, we ask that they have non-marking soles. As always, we suggest you label your child’s shoes with their name.

**Illness** – Students who appear to have flu-like symptoms upon arrival to school or who become ill during the school day will be sent to the office. A call will be made to a parent or an emergency contact with a request to have the student picked up.

**Injury** - if an injury occurs at school, staff will first evaluate the nature and extent of the injury. Serious or life-threatening injury - 911 will be called followed by a parent or emergency contact. Non life-threatening injury where the student can’t return to class or participate in the learning environment - a call will be made to a parent or an emergency contact with a request to pick the student up.

Minor injury - student will be given “basic” first aid and will return to class. No call will be made. *Assistance by staff is limited to what is possible in a school setting and to what can be done by persons untrained in medical procedures.*

**Independence** - We want your child to feel confident and capable. Helping them develop independence in their daily routines builds confidence. We ask parents to allow children to independently walk to and from their class at the beginning and end of the day. We challenge students to think about solutions and outcomes to issues that arise and take responsibility for their actions and belongings.

**Inside Recess** - It is the expectation that all students will participate fully in outdoor recess breaks, unless the outside temperatures reach the schools’ inside recess cutoff. When the outside temperature reaches -21<sup>0</sup> C (or -25<sup>0</sup> C with windchill), an inside recess will be called and all students will remain indoors. The only exception to this would be members of the Polar Bear club. (***see Polar Bear Club***)



**Internet Usage** - The use of learning websites will be integrated into student learning. We believe that the use of the Internet supports relevant and challenging life-long learning for our students. All students are provided with computer accounts and passwords to access computer and online services to support their learning.

- Access to the Internet is an individual privilege enjoyed by students. It is not a right.
- A student's conduct on the Internet is governed by the same expectations which guide his or her behavior at school.
- In Grades K-6, access to the Internet is provided only while a student is under the supervision of a teacher or a responsible adult who is present in the room where the student is accessing the Internet.
- If a student deliberately seeks to access inappropriate material or is not using their computer respectfully, consequences may include contacting the parent and/or having the student's Internet access removed for a period as deemed appropriate by the teacher and principal.
- Students/parents will sign a *Appropriate Computer Use* agreement at the beginning of each school year which outlines the above expectations.

## J

**Joyful Learning** - Children learn best when they feel loved and encouraged. In our classrooms we build feelings of mutual joy, respect, and support for one other, even when we make mistakes. Happy student faces are so important!

## K

**Kindness** - Students are encouraged and expected to treat others with kindness and respect. (*see Bucket Filling School / Kindness Warriors*)

**Kindness Warriors** – At MBE we encourage students and staff to be ‘*Kindness Warriors*’ and learn from giving back to others in our school and community and develop the skills and attitudes they will need to become responsible citizens. You can't just *talk* about these feelings and expect understanding... kids need to *experience* them. It is an expectation at our school that each class will come up with a Community Service project that they will participate in to help them learn the value of giving back to their community and to develop kindness, respect, and empathy – internal strengths that connect them to others.

**Kiss & Drop** - We encourage our students to be independent at MBE. Gr. 1-5 parents are encouraged to drop their children off outside the school, give them a kiss, and send them on their way to take on the day. Kindergarten parents may walk their children to their classroom during the first 2 weeks of school in September. Once these timelines have passed, we ask parents to allow their children to enter the school/playground on their own.

## L

**Late Arrivals** – Arriving late can be a serious detriment to each child's and each classroom's success. When a child is late it prevents him/her from benefitting from one of the most important parts of a school day. Late arrivals can also be a serious distraction for the teacher and students who are punctual, as it detracts from the progress of the class. Although excessive tardiness is when a child is late in excess of 30 minutes, the habitual tardiness of 5 - 10 minutes is equally detrimental. This is typically the parents' responsibility. Please assist your child to learn the

valuable lesson of personal responsibility and respect for others by setting the example for punctuality, as it is a most valuable life skill.

Any lates, other than for medical/dental appointments, will be designated as a non-excused.

**Late Slips** - If a child is late, a late slip will be issued to them from the office upon arrival. This is done to ensure that safe transition of late students to their classes and to maintain an accurate and up-to-date accounting of all students at all times.

**Leaving School Early** - *What if my child has a medical/dental appointment and needs to leave early?* Please communicate to your child's teacher the time that your child needs to meet you in front of the office. It is important that you also contact the office – either by email [mbe@gypsd.ca](mailto:mbe@gypsd.ca) or calling directly (780.723-5300) – to inform them of the same. We know that this might seem like an 'extra' step, but it is one that we require in order to avoid any possible breakdowns in communication and safety.

If at all possible, please do not come to the school to request early dismissal without prior notification. We also ask that parents not request to pick up their child between 3:00pm and 3:15pm as this is already one of the busiest times of the day for the office. We thank you in advance for your understanding and support with this.

**Lost and Found** – The schools' lost and found items are located in the main entrance of the school. If your child is missing an item of clothing, please encourage them to check the lost and found in order to retrieve the lost item. The amount and quality of clothing that goes unclaimed is unbelievable - and any items not claimed are donated to charity on a quarterly basis. Please make every effort to label your child(s) belongings which helps ensure that lost items can find their way back to the owner with ease. Parents will also have an opportunity to peruse the collection themselves during parent-teacher interviews and other school events.

**Lunch** (12:00 – 12:50) – Grades are divided up into 2 groupings (A or B) for lunch and follow a different schedule depending on what group their class is in.

- Group A will eat their lunch for the first half (25 mins) with their homeroom teacher and then proceed outside for recess (25 mins)
- Group B will have a 25 min recess first; then eat their lunch (25 mins) with their homeroom teacher.

Microwaves are available in every classroom and each teacher will have a procedure and expectations outlined for use of the microwave. This will be communicated home to parents. With only 25 minutes for lunch, it is not possible for 20+ students to have time to microwave and eat lunch. We ask that parents try to send a healthy lunch that does not need to be warmed up whenever possible.

## M

**M&Ms** – This stands for Monday Morning Motivation and is what we call our weekly school-wide assembly. At each assembly we sing O'Canada, celebrate birthdays, listen to announcements, enjoy student performances, and recognize students and staff successes. Each assembly concludes with the entire student body dancing out of the gymnasium to start the week. Parents are welcome to attend and your child's teacher will communicate when your child or the entire class will be performing.

**Messages** - If it is absolutely necessary to get a message to your child during school hours, please call the office at least 15 minutes before the dismissal bell. Calls cannot be made directly to the classroom and any emails or message sent to the teacher may not reach them in time as they are busy teaching and not able to check consistently for messages.

**Money** – There may be occasions when you are required to send money to school. Please send money in a sealed envelope or ziplock bag with your child's name, the purpose of the money, and the amount of money enclosed.

**Music** - Music is an important part of the curriculum for students in grades K-5 and is taught by a music specialist. As ***Fine Arts*** is one of the priorities of our school, we have a number of school performance opportunities over the course of the year – including our weekly M&Ms assemblies. Dates are communicated to ensure families make student attendance a priority and to promote parent participation.

## **N**

**Newsletters** - Keep informed by reading school and homeroom newsletters. In addition to all of the information you will find on our website and via our social media sources, the school also publishes a monthly newsletter of upcoming events for parents. Homeroom teachers may also send home classroom newsletters that share details specifically about their classroom and activities.

**Nightly Reading** - Nightly reading is essential for future success. Reading aloud to your child is just as important as your child practicing their independent reading.

## **O**

**O Canada** - Every day begins with the school-wide singing of the National Anthem. Students are expected to be in their classrooms prior to the playing of O' Canada. Students, staff and parents who are in the building at this time are required to stand at attention and participate.

**On Time** - Being at school on time is part of promoting a culture of respect. Please make the necessary arrangements to ensure that your child arrives at school on time. Students who are late not only interrupt the learning that is occurring in the class, but they may also miss important instructions for their day.

## **P**

**Parent Involvement** - ***We love our parents!*** Please be involved in your child's school year as much as you can and in any way that you can. Your support of school activities makes your child feel important and sends the message that you value school! Teachers will communicate directly with their parents when opportunities arise to be a Parent Helper with the class. Unfortunately, we are not able to accommodate younger siblings in the classroom during this time.

Being a **Parent Helper** is not the same as getting approved to be a **School Volunteer**. Please see the **Volunteer** heading in section 'V' to find out more. Parent Helpers are moms, dads, or guardians that agree to help out when a classroom needs assistance. This may be to walk with a class on a field trip, help tie skates, help with hot lunch, help lead a group on Sports Day, etc. Classroom teachers will reach out to parents when they are in need of parent help.

**Parking Lot and Drop-Off Zone** – Our parking lot is for staff parking. Parents can park along the street in front of the school on the north side if they are coming in for a meeting or to be a helper. If you are picking up your child, you can also park on the north side street or may choose to park and wait in the back alley on the south side of the playground.

There is **no parking** (un-attended vehicles), double-parking, or lingering permitted in the “**drop off zone**” in front of the main doors during morning arrival (8:00am – 9:00am) or during afternoon dismissal times (2:30pm – 3:30pm)

**Parents on Playground** – Parents are not allowed access to the playground area during school hours. This also applies to any adult/visitor who is not part of school staff. The safety and security of our students and grounds are paramount and allowing uncontrolled access to our students puts that in jeopardy. The playground is monitored by staff supervisors and video surveillance and any unauthorized visitors to our playground will be asked to leave immediately. If you need to see your child or have a concern, please contact the office rather than entering the school grounds.

**Peanut & Nut Guidelines** - MBE is an ‘**Allergy Aware**’ facility and strives to create a peanut and nut “safe” environment for our students with allergies. We look to find the balance between maintaining student safety and providing students with the opportunity to learn to manage their unique allergy circumstances and for all students to understand, respect, and respond to the needs of their classmates. *(Please see Allergy Aware page in the front section of this handbook)* We respectfully ask for cooperation from our parent and student community to be aware of classroom allergy concerns and to respond with respect. Your classroom teacher will inform you if there are any specific concerns.

**Photos** – Photo Day takes place in September, with retakes being scheduled typically in November. Watch the school newsletter, website, Facebook, and classroom communications for dates.

**Polar Bear Club** - The polar bear can be a symbol of the cold white north, but also a symbol of strength and ability to survive a challenging environment. Our Polar Bear Club is a group of students and staff who want to go outside in frigid temperatures to exercise. The Polar Bear Club is open to all students from Grades K-5. Each student must be dressed in proper winter layers including snow pants, toque, waterproof mittens, and a neck warmer or scarf. Students will not be allowed to participate if they are not dressed appropriately for frigid Alberta winters and all participants must have written parental permission.

**Prescribed Medication** - It is expected that medication is taken at home. If absolutely necessary, you may request assistance from the office for medication that may be required to be administered during the day. There are specific conditions that must be met and forms to be completed and signed.

## Q



**Questions** - Please contact us if you have any questions or concerns regarding your child's learning journey. Expectations with regards to 'lines of communication' at our school can be found in the *'The BIG Things'* section near the front of the handbook.

**Quick Goodbyes** - It is helpful in maintaining classroom routines and maximizing learning time for students to begin their day as quickly as possible after the bell rings. Please encourage your child to be independent in unpacking backpacks, changing shoes, hugging parents goodbye, etc. This will likely be harder on you than it will be on them 😊

## R

**\*Reading** - The single ***biggest predictor*** of high academic achievement is ***reading to children***. Not flash cards, not workbooks, not fancy preschool programs, not blinking toys or computers, but mom and dad taking the time every day or night (or both!) to sit and read them wonderful books.

**Recess** - Students have a scheduled morning recess (10:15am - 10:30am), an afternoon recess (1:50pm - 2:05pm) where all grades are outside together sharing the playground. Students also have an outdoor recess attached to their lunch hour, but are divided into two separate groupings so that only half of the student body is outside at a time. Group A classes are outside from 12:00pm - 12:25pm and then come inside to eat lunch. Group B classes eat their lunches first and then are outside on recess from 12:25pm - 1:50pm. These groupings get switched up throughout the year.

**Recycle Program** - MBE will conduct its activities and operations to reflect best environmental practice in order to control and reduce our direct impact on the environment.

- 1) We will reduce the amount of waste we send to the landfill and increase the amount of waste we recycle.
- 2) Every wing in our school is provided with highly visible and convenient recycling bins.

**Report Cards** - Report cards are digital and will be available for online access three times a year; December, March, and June.

**Respect** - Our entire school culture is built upon a foundation of RESPECT. Students, staff, and parents are expected to behave in ways that exemplify respect and uphold the positive values of our school community. Any behavior that demonstrates a lack of respect, i.e., cruel teasing, bullying, discourtesy, dishonesty, stealing, etc. will be dealt with, ensuring that our value in a safe and caring environment is maintained.

**'Rumor Mill'** - Many of life's irritations can be solved by better communication. "Community" and "Communication" are clearly close friends. Let us know of anything that is causing you concern. Don't let it fester -address it with us rather than talking negatively with others about it or taking it to social media. Gossip can only flourish in the absence of truth -so never hesitate to find out the truth. Please contact us whenever you wish to establish the facts!

## S

**Safety** - Your child's safety is a priority. We continue to provide a safe and caring school environment which includes; in-service training for staff, First Aid and CPR training, Emergency Exit & Lock Down Procedures, Closed-Campus status, Police Information Checks, Security System, Video Surveillance, Visitor & Volunteer Identification, etc.

**School Supplies** – Our MBE School Council partners with **School Start** *schoolstart.ca* as a supplier of school supplies for our families. Through this company, you are able to order your child's school supplies online, and they are delivered to your address with everything that is on their grade supply list. Your online purchases also help earn money for the school.

Of course, families may also purchase school supplies by visiting their favorite local store as many of our local businesses have access to our supply lists and will put that together for families at a reasonable cost.

**School Swag** – You can order official MBE gear/clothing online through our partnership with Entripyshops (*Link to our store can be found on our school website*) Here you will find a wide selection of products that can be customized with school logos and graphics. Display your school pride in fantastic apparel customized entirely by you. A percentage of all sales comes back to our school as well.

**Security System** - The exterior doors are locked for the entire school day; monitored access is gained by ringing the door bell at the front entrance and waiting for school staff to come. Security cameras are located around the perimeter of the building and in common areas inside the building as another means of ensuring student & staff safety.

**Sign Out** - If you need to pick up your child early, you must come to the front entrance, ring the doorbell, and sign them out. Students are not permitted to leave the school without a parent's signature. We ask that if you need to pick up your child early, that you contact the office ahead of time to make arrangements.

**Spirit Days** – At the end of each month, we celebrate by participating in a school 'spirit day.' Each of these days will have a unique theme and information about these days can be found online on the school calendar, on social media, and from the classroom teacher. The intent of these days is to celebrate each other and to build school culture. We do not expect parents to create elaborate costuming or props and we try to pick themes that allow for participation without great expense. All staff participate fully in these days, and we encourage our students to do so as well.

**Special Occasions (*Treats*)** - Occasionally students would like to acknowledge a birthday or other special occasions (Valentine's Day/Christmas) at school. Please check with the classroom teacher for guidelines concerning special occasions and bringing in treats for special occasions. Please be sensitive to others and do not pass out invitations to private parties at school.

**Staff Contacts** - All email listings for staff are located on our website and the pattern for determining all staff email addresses is outlined at the beginning of this handbook.

**Supervision (*Arrival/Dismissal*)** - Students should not arrive to school prior to 8:00am as there is no supervisor on duty prior to that time. Upon arrival, students should proceed directly to the playground when they arrive unless directly otherwise by staff due to inclement weather. At dismissal time (3:15pm) bus students will head directly to the bus lanes to wait in a respectful and orderly manner for their bus to arrive. Town student will leave through the front entrance of the school to meet their parent or to walk home.

There is no supervision on the playground after school and our students are not allowed to be on the playground equipment until such time as the last bus has picked up and departed. This helps avoid confusion and miscommunication for supervisors.

Choosing To Be **Suspended** - By deliberately choosing to act in ways that contravene the School Act, GYPSD policy, and school expectations, students choose to suspend themselves from school. This may result in them serving an in-school suspension or being sent home for one to five days. If a student decides to act inappropriately, formal suspension notices are made at the discretion of administration. Following an investigation of the incident, school administration will provide parents with:

- the reasons for the suspension
- the length of the suspension
- date and time of intake meeting following the suspension (if required)

Offences that could result in suspension may include:

- theft of private or public property
- harassment of peers or intimidation of others
- physical aggression toward peers or staff
- vandalism or willful destruction of property
- defiance
- fighting
- use of obscene or inappropriate language
- inappropriate use of technology
- bullying
- lying
- bringing a weapon to school

## T

**Toilet Trained** – It is expected that all students entering kindergarten be toilet trained prior to attending school.

**Toys** - While small toys are permitted at school, their use is restricted to the playground during recess. It is important that students understand that there are risks when bringing toys from home to school; they may be broken or lost.

## U

**Unique** - Each child in our school is unique and wonderful. In class they learn how they are unique and special as we celebrate our differences and similarities.

## V

**Valuables** - Students are strongly urged not to bring valuable personal items to school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost or stolen items.

**Visitors** - All visitors and guests are required to check in at the office and wear an identification badge.

**Volunteers** – We love our volunteers! Being a volunteer is a different role at school than being a parent helper (*see Parent Helper*). Volunteers are family members or community members who give of their time to work at the school, on a regular basis, with a student or small groups of students to help with literacy, numeracy, life schools, coaching, overnight trip supervision, etc. All volunteers are required to complete security forms (*including a yearly Police Information*), that need to be completed prior to being able to volunteer. Contact the office for more information.

## W

**Water Bottles** - Students should keep a labeled water bottle on their desks at all times. Keeping well hydrated throughout the day is healthy for the body and the brain. Water bottle filling stations are located in each wing for student and staff use.

**Weather** – Edson’s weather can include rain, cold temperatures, hot temperatures, wind chill, fog, and snow which can prove to be challenging when it comes to being prepared for playing outside. It is the expectation that all students will participate fully in outdoor recess breaks. For safety reasons, it is the responsibility of students along with **parents** to ensure students arrive at school suitably dressed for the many weather conditions that our area can experience within a single day. Students will find the scheduled outdoor time to be more comfortable and enjoyable if they have the appropriate attire. The office may contact parents to request additional clothing should a student not be prepared to be outside.

**Website** – Please take time to check our website. It includes important information about our school and links to resources that parents may find helpful. Our school website can be found at [mbelementary.gypsd.ca](http://mbelementary.gypsd.ca)

## X

**X-tra Special and Exciting** - Every student at MBE is X-tra special and the learning that takes place throughout the year is very exciting.

## Y



**Yearbook** – MBE produces a yearbook every year. Parents who wish to order one will be able to do so towards the end of the year. Information on how to order will be sent home at that time.

**You** - You are your child's first and most important teacher. No one can influence your child's life in the way that you can! We want to work with you to make school an amazing learning experience for your child.

## **Z**

**ZZzzzz's** – Please make sure that your child gets lots of z's each night. Our days are quite busy – packed with plenty of fun and lots of learning. We want to make sure that your child is ready to do their best. Your help with this is greatly appreciated!

