



**MEADOWBROOK SCHOOL
STUDENT HANDBOOK**

2024/25

AT MEADOWBROOK IT IS RECOGNIZED THAT:

Meadowbrook School is a caring learning community where there is shared responsibility and commitment to:

- an understanding of the needs of students in the middle years
- providing a safe and healthy environment in which to work and learn
- providing an atmosphere of mutual respect
- providing accountability for all learners
- providing encouragement for meaningful participation in a variety of curricular and extra- curricular activities
- completing quality work
- responsible citizenship

Mission:

At Meadowbrook School we will encourage an innovative, respectful and challenging environment, which assists learners in reaching their potential as positive functioning citizens of the global community to enhance the quality of life.

Beliefs/Principles:

We are a community, therefore we will:

- Encourage and support growth in learning opportunities for students, parents and staff.
- Value the collaborative input of all stakeholders.
- Foster respect in the school

PARTNERSHIP AGREEMENTS

STAFF COMMITMENT

Meadowbrook School staff members are committed to demonstrating life-long learning through reflection and professional development to guide our practices, planning together in collaborative teams, and participating in meaningful interactions that enhance student-life and experiences within and beyond the regular classroom.

We encourage meaningful, challenging experiences, therefore we will:

- Provide an enriched learning environment with the use of engaging and differentiated teaching styles to meet various learning styles and needs.
- Instill confidence in individuals as learners and challenge them to take risks to reach their potential.
- Support students academically, socially and emotionally.

We prepare for success in our changing global community, therefore we will:

- Involve learners in authentic tasks and assessments.
- Help students develop self-directed learning habits.
- Encourage critical thinking, problem solving and collaboration.

LEARNER EXPECTATIONS

The students of Meadowbrook School are expected to be prepared to take part fully in the learning process. This means arriving to class on time with the necessary materials (books, binder, pens, pencils, completed homework, etc.), actively engaging in learning to the best of their ability, and contributing positively to the learning of others in the school. Positive citizenship is expected of all students as they follow the PBIS (Positive Behaviour Interventions & Supports) expectations of our school: **Be Safe, Be Respectful, Be Responsible.**

FAMILY INVOLVEMENT & VOLUNTEERING

Meadowbrook welcomes family involvement and supports the philosophy of families and staff working in partnership for student support and success. Being involved can take many forms including at home as well as at school. Checking in regularly with your student about their learning and school experiences, maintaining open communication with teachers, reading school communications, and reviewing PowerSchool information are excellent ways to be involved at home. Communication to families and community members happens through the weekly Bulldog Bulletin newsletter, weekly email updates on learning from classroom teachers, and information posted on the [school's website](#).

Volunteering makes possible enhanced learning opportunities beyond and within the classroom - activities such as field trip supervision, attending School Council meetings, sharing passions or skills through presentations, reading with students, creating display boards, help with laminating – there are any number of possibilities. As well, volunteer activities will be coordinated through the Meadowbrook School Council, explained in more detail below. Parents who volunteer will be responsible to provide the school a Criminal Reference Check.

PARENT COUNCIL

The Meadowbrook School Council is a parent-run organization that is open to all parents and guardians of students at the school. The School Council works co-operatively with the school administration to enhance student learning at the school. School Council meetings provide a valuable opportunity for the exchange of ideas and information between the school administration and parents. These meetings, for the most part, are held the second Tuesday of the month.

ATTENDANCE PROCEDURES & EXPECTATIONS

RVS ATTENDANCE POLICY

There is a direct relationship between achievement and regular student attendance. Once a student has gained admission to the school, it becomes his/her responsibility to attend, study and actively participate in school learning experiences. Students that are ill and cannot participate in school activities are encouraged to stay at home until they are better. Parents are required to use the SafeArrival system every day your child is absent; otherwise, the absence will be recorded as 'unexcused'. Link to information about SafeArrival - <https://meadowbrook.rockyview.ab.ca/news/recording-a-students-absence>

STUDENT ABSENCE/LATES

Students are required to attend classes as per RVS policy that, "Students registered in schools or programs shall attend regularly and punctually. It shall be the responsibility of parents to endeavour to ensure compliance with this requirement and the responsibility of schools to ensure that parents are informed promptly when the attendance of students is not satisfactory."

PARENT RESPONSIBILITY

Support the RVS requirement that their child attend school regularly and punctually. Report all absents/lates to SafeArrival.

LATES & ABSENCE

Parents/guardians are to report student lates and absence through the absence reporting software SafeArrival. Information about SafeArrival is found on the school's website [Absence Reporting](#) or [RVS Website](#).

STUDENTS LEAVING FOR APPOINTMENTS

Students needing to leave the school during the day are required to check out at the main office. Communication with the school can take the form of a signed note of explanation, an email, a phone call, or entering the absence in SafeArrival.

Student will not be dismissed without confirmation of a parent/guardian note, email, phone call, or absence entry on SafeArrival.

SCHOOL OPERATIONS

OFFICE HOURS, PHONE MESSAGES, STAFF EMAILS

The office will be open to receive phone calls from 8:00 a.m. to 3:30 p.m., Monday to Thursday and 8:00 a.m. to 1:30 p.m. on Friday. If you call outside of these hours, please leave a message and staff will return the call as soon as possible. Phone messages may be directed to specific staff members if requested.

A staff directory of email addresses can be found on our [school website](http://meadowbrook.rockyview.ab.ca) (meadowbrook.rockyview.ab.ca > Contact Us > Staff Directory).

ARRIVAL/DEPARTURE TIMES

Students should arrive as close to 8:00 a.m. as possible and should leave school by 3:00 p.m. (1:20 p.m. on Fridays) unless under the direct supervision of a teacher (e.g. extra-curricular activities). Supervision occurs during these hours only.

Students may enter the school at 8:00 a.m. at any of the following entrances – west (bike racks), south (front doors), and east sides (parking lot). If students arrive to school earlier, they must wait outside until supervisors open the doors for entry.

MORNING BREAK

After Block 2 in the morning on Mondays – Friday, students have a 7-minute break. This break enables students to use the washrooms, go to their lockers, change out materials and supplies, and to have a snack. Students are expected to be in class and ready to work at the bell for class start.

MOVEMENT BETWEEN CLASSES/BACKPACKS

Due to fire regulations and space restrictions, large bags and backpacks must be kept in lockers and are not permitted in class. Students are expected to carry all learning resources & materials required for their classes. Locker visits are permitted when students arrive in the morning before the start of classes; during the 7-minute morning break; and at lunch. Students request permission of the teacher to use the washroom or leave during class time and are expected to sign in and out of class, one person at a time.

LUNCH AND RECESS

Meadowbrook School is a closed campus with the exception of students who go home for lunch. A variety of supervised activities are available over the lunch hour and participation is encouraged.

We expect that students will bring a healthy lunch and snack items. Commercial or convenience store items such as pop, coffee, specialty drinks, energy drinks, Slurpies, candy, or chips are **not** permitted on school property. We ask parents/guardians to discuss lunch hour activities with their children and to remind students that they are responsible for their conduct at all times, on or off school property.

It is expected that students will remain on school grounds unless they have parental permission (SchoolEngage Form). Students who remain at the school for lunch are designated to homeroom classes to eat. During lunch (eating time), students will **not** be permitted access to personal technology. Personal technology may be used during outside recess time.

Any student leaving campus at lunch **MUST** have signed parent permission. Permission form is available online on School Engage. Students leaving campus must leave at the beginning of lunch and return in time for afternoon classes. They may also come back to the school any time during recess. Permission to leave school grounds is for the purpose of going home for lunch and not hanging out in the community. This privilege may be revoked if student conduct off campus is detrimental or injurious. Once students are back on Meadowbrook school grounds, they are not to leave campus again within the lunch hour.

Students are required to go outside for recess unless participating in an alternate, teacher-supervised activity such as a club, work in the library, work with a teacher or designated intramurals in the gym. During inclement weather, this expectation will be relaxed.

NEWSLETTERS (BULLDOG BULLETIN)

Newsletters are emailed each week. Parents, please read this important document to obtain current information regarding school and events/activities. Newsletters are posted on our [website](#). If you have not provided us with a current email address, please let us know as soon as possible.

SCHOOL FEES

School fees are part of the operating budget of each school and go directly to the education of students at Meadowbrook School. Consequently, the collection of these fees is crucial to the school's ability to operate effectively. Fee payment is done online through SchoolCash; no cash or cheque transactions are available. If you need to make arrangements to pay school fees, please contact the school office. If you meet the stipulated conditions, you may apply to have fees waived by RVS #41.

Information about fees and SchoolCash online can be found on our [website](#). (meadowbrook.ab.ca > Our School > Fees)

LOCKERS AND COMBINATION LOCKS

Individual hall lockers are assigned to students. It is each student's responsibility to keep their locker in a clean and organized condition. Students are permitted to decorate the inside of their locker with appropriate material. Please do not use stickers as they have the potential to damage the surface and may be difficult to remove. Lock combinations are to be kept confidential. Students will be held accountable for any damage to the lock or locker. Please be aware that the cost for a replacement lock is \$8.00. Only school issued locks can be used.

Student lockers may be searched at any time. Student property may be subject to unannounced searches. Student lockers, bags or bins may be subject to periodic searches of a general administrative nature for contraband and rule violations.

HOMEWORK AND TEACHER PAGES

Students and parents can find lists of assignments and important dates on their Google Classroom. Login information can be obtained by emailing your teacher directly. A link to teachers' emails can be found on the staff page of the school website.

REPORT CARDS (COMMUNICATION OF STUDENT LEARNING)

A formal Report Card will be sent home once a year in June. Information about a student's academic performance can be accessed throughout the year through PowerSchool. Teachers will update marks for subject specific learner outcomes regularly (approximately every two weeks). Included in this will be information about the assessment, a comment relating to student growth as well as a performance indicator (mark).

Parents and students are able to contact their teacher for more information at any point in the school year.

SAFE AND CARING SCHOOLS

STUDENT CODE OF CONDUCT

Meadowbrook School is a safe and caring place focused on learning and growth. All members of the Meadowbrook School community are expected to act in a manner that is safe, respectful and responsible. Students are to follow the Student Code of Conduct set out by [Rocky View Schools in AP-350](#). Students are expected to contribute positively to the school environment and are expected to report unsafe behaviour to school staff. Harassment, abuse, fighting, use of disrespectful or inappropriate language, vaping, smoking, drugs and/or alcohol use will not be tolerated, and school staff will take appropriate disciplinary measures to address

misconduct. Student conflict of any kind is to be resolved in a manner that reflects safety, respectfulness, and personal responsibility. Students are able to access supports to do so from school administration, the Child Development Advisor and/or teachers.

In situations of disagreement, it is expected that students will conduct themselves in a manner that does not compromise safety, responsibility, or respect. This is both in person-to-person contact as well as through the internet and other digital devices. Resorting to shouting, swearing, insults, demeaning or racial comments, or threats impact mental health and well-being and are therefore considered acts of violence. When these behaviors impact the school environment, the school will become involved. Disciplinary measures will be applied as necessary.

MAINTAINING A SAFE AND CARING ENVIRONMENT

RVS is dedicated to fostering a safe and supportive learning environment for all students and staff. In line with this commitment, school leaders at all levels are expected to address any behavior that poses a risk to the well-being of individuals or property with care, responsibility, and prompt action.

When students engage in actions that may harm others or property, the focus will be on guiding them to understand the impact of their behavior and taking steps to prevent future occurrences. Consequences may include suspension or expulsion, along with potential referral to appropriate authorities if necessary. This also extends to harmful actions that occur through digital platforms. The Board is committed to supporting staff in implementing these measures in a manner consistent with its policy to ensure a positive and respectful school environment.

COMPUTER USE POLICY

Students are required to use technology in a safe, respectful, and responsible manner whether personally-owned or school-owned devices. Technology is an effective learning tool when used in a responsible manner. Student are directed to access only the online content or tools approved and directed by their teachers based on the learning objectives for the class/day. Students should follow the expectations laid out for them Rocky View School's Administrative Form [AF-140A Responsible Use of Technology Agreement](#) which is signed annually. Improper use of technology may result in the removal of privileges and/or consequences at the discretion of the teacher or school administration. Absolutely no food or beverages near school technology.

PERSONAL MOBILE DEVICES (LAPTOPS, CELL PHONES)

RVS procedure for personal mobile devices focuses on minimizing distractions in the classroom.

Key points include:

- **Device Usage:** Cellphones are not permitted during instructional time. Devices **must** be stored in student locker and turned off or set to silent. Students are encouraged to leave cell phones at home. Personal laptops may be a helpful learning tool and are permitted during instructional time as described below.
- **Instructional Time:** Personal mobile devices can only be used during instructional periods when explicitly authorized by a school administrator or teacher for educational purposes. This policy applies to all personal electronic devices capable of communication or internet access, such as cell phones, smartwatches, laptops, and tablets.
- **Progressive Consequences:** Progressive consequences, including verbal warnings, confiscation, parent involvement and loss of privileges, are designed for students and parents to work collaboratively with teachers and administrators to minimize distractions and maintain a learning-focused environment.

RVS Administrative Procedure 148: Responsible Use of Personal Mobile Devices and Social Media in Schools can be downloaded [here](#).

SCENTS AND PERFUMES

Due to the health concerns arising from exposure to scented products, Meadowbrook School has instituted guidelines to provide a scent-sensitive environment for all students, staff, and visitors.

STANDARDS OF DRESS

Meadowbrook School is a learning and business environment. All members of the school community are expected to meet reasonable standards of dress in keeping with the atmosphere of the school.

The following guidelines may be of assistance:

- Images and messages on clothing must be appropriate, avoiding offensive or inappropriate language, images, or themes.
- Clothing must not promote alcohol, drugs, violence, racism, sexism, or any form of intolerance.
- Clothing should allow for safe and practical participation in all school activities, including physical education, while maintaining comfort.
- Clothing should be comfortable and provide appropriate coverage. For example, clothing that reveals undergarments or exposes an excessive amount of midriff are too revealing.

PERSONAL PROPERTY

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items. Students are strongly discouraged from bringing any valuable items to school. Ensuring items are stored in an assigned locker and secured with a lock where the combination has not been shared is the best safeguard for personal property. Personal items are subject to searches at any point.

SKATEBOARDS/ROLLERBLADES/HEELIES/BICYCLES/SCOOTERS

The school cannot assume responsibility for bicycles or scooters parked on school grounds. Bicycles and scooters brought to school must be parked and securely locked on the racks provided. Students are encouraged to secure removable accessories in their locker.

Skateboards/longboards/rollerblades/rollershoes/scooters are not permitted for use on school property, as safety is important when students, staff, and parents, are entering and exiting the school grounds. Any skateboard/longboard/rollerblades/rollershoes/scooter that do not fit into students' lockers will NOT be allowed on school property. Students will NOT be allowed to store these items in the office (or anywhere else in the school) if they do not fit in their lockers.

LOST AND FOUND

Lost and found is located at the west entrance in labeled bins. All articles of clothing and school supplies should be marked with the student's name. Students are encouraged to look periodically to claim their belongings. Lost and Found items will be donated to Good Will every two months. Please be aware that the school is not responsible for the loss, damage, or replacement of personal items.

STUDENT SERVICES

GUIDANCE AND COUNSELLING

Our school's Child Development Assistant (CDA) is available to assist students. Some areas of assistance are student orientation to the school, students encountering learning difficulties, students encountering personal problems. Students may request an interview directly and fill out a request slip with your name, class, and urgency indicated on it.

If particular difficulties arise with any student, a RVS Specialist may be called for further diagnosis and consultation. At this point, parents are immediately involved. We cannot, however, provide extensive ongoing counseling.

LEARNING COMMONS

The Learning Commons houses a variety of print and non-print materials both to support curriculum and for individual interest. Students are welcome here to study, research, read, view, listen, and write, provided they have received permission from a teacher. Books may be signed out for a two-week period.

Although a welcoming place to gather, student behaviour should not interfere with the rights of other students (i.e. talking should not disturb others at the next table). No food, drinks, or gum.

YEARBOOK

Each year we capture the events of the school in a yearbook. Students may order their copy in September when school fees are paid, and the books are distributed the following fall. Yearbook fee is \$25.00.

PHYSICAL EDUCATION

PARTICIPATION

Students are expected to actively engage in physical activities to meet the learning outcomes outlined in the curriculum. This requirement ensures that all students develop the necessary skills, knowledge, and attitudes for maintaining a healthy lifestyle. Active participation is key to meeting these educational objectives.

GYM CLOTHING

Meadowbrook School has a mandatory gym strip policy. All students are required to change into running shoes, as well as shorts and a t-shirt. Student names should appear on all items of clothing. The school will not be responsible for lost or stolen items. Gym clothing can be purchased through the school website.

GYM SUPERVISION

For student safety, no activity may take place in the gym without teacher supervision. This applies before school, at lunchtime, and after school.

ILLNESS OR INJURY IN GYM

Students are expected to participate according to their capabilities. If a student is unable to participate or if activity is to be restricted due to injury, a note from parents is expected. If, for medical reasons, a student is unable to participate for an extended period, a note from a doctor is required. Alternate activities and/or assignments are to be expected for students who are unable to participate fully.

In cases of illness during the school day, students may not go home until a parent/guardian is contacted to give permission, and then students must sign out in the office.

INTRAMURALS

Students are encouraged to participate in the lunch hour intramural program. Activities are designed for fun and enjoyment as well as an opportunity to develop some homeroom spirit by competing with other classes at the same grade level. Teacher participation is a bonus!

EXTRACURRICULAR ACTIVITIES

All students are encouraged to become involved in one or more extracurricular activities. There are many team sports, clubs, and activities at Meadowbrook School. Listen to the daily announcements for details.

BUS TRANSPORTATION

BUSSED STUDENTS

All bussed students are expected to tap their electronic bus pass on the card reader each time they ride. Lost bus passes must be replaced by the student.

When bus students would like to ride a different bus from the one they usually ride on, a note must be sent from the parent. If the bus requested is not full the student will be able to ride on it. Students who do not have contracts with the RVS for transportation are not permitted to use the school bus to go to another student's home, regardless of signed parental permission.

EXPECTATIONS FOR BEHAVIOUR (BUS)

Arrive at the designated stop five minutes prior to the scheduled time.

Remain seated while the bus is in motion.

Use appropriate language; talk quietly.

Sit in the designated seat; take responsibility for care of the seat.

Keep head, hands and arms inside the bus.

Follow the driver's expectations with respect to food or beverage.

Use containers provided for the disposal of garbage.

When a bus driver refers inappropriate behavior, action will be taken in an attempt to help the student resolve the problem.

EMERGENCY PROCEDURES

FIRE DRILLS AND LOCKDOWN DRILLS

These will be held periodically throughout the school year. Students must familiarize themselves with the directions posted in each classroom, which they attend. Students must move quickly and in orderly fashion, according to the directions. For this reason and general safety, students must wear footwear at all times.

In the event of a lockdown, the school will contact parents with important information. We ask parents to refrain from coming to or calling the school or their child's phone at these times. By doing this you may be putting yourself or your child at greater risk. The teachers have a fan out system and will provide current and accurate information to parents when safely possible.

EMERGENCY CLOSURE

Our school may be required on a very short notice to close due to an emergency such as heating or water-works breakdown. If the school were to close, each student should have an alternate place to go if parents are not home. These arrangements should be made and discussed with your child. We ask that you provide additional telephone numbers on the School Registration Form.