



MEADOWBROOK SCHOOL PARENT  
AND STUDENT HANDBOOK

2022/23

**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

We are committed, therefore we will:

- Participate in meaningful interactions beyond the regular school day.
- Demonstrate life-long learning through reflection and professional development to guide our practices
- Plan together in collaborative teams.

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 in the learning process. This means arriving in class on time, with the necessary materials (books, binders, pens, pencils, completed homework, etc.) Students are expected to actively engage in learning to the best of their ability and positively contribute to the learning of others in the school. Positive citizenship is expected of all students.

### **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, to study and to 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 call the School Absence Line every day your child is absent otherwise the absence will be recorded as 'unexcused'.

### **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."

#### STUDENT RESPONSIBILITY

Have their parent/guardian phone the school when an absence occurs explaining the reason for absence. Bring a note to the office only if a phone call has not been made.

#### PARENT RESPONSIBILITY

Support the RVS requirement that their child attend school regularly and punctually. Report all absents/lates to the Student Absence Line (403) 948-5656 – Extension 1.

#### LATES

When students are late or absent for medical reasons it will ONLY be regarded as an excused absence or late if a message is left on the Student Attendance Line. If they are late because they slept in or missed the bus it is NOT considered excused. Any missed "time" will be expected to be made up after school.

#### STUDENTS LEAVING FOR APPOINTMENTS

Students wishing to leave the school during the day will be required to check out at the main office by presenting a note signed by the parent which states the reason and time for the checkout. Students will show the note to their teacher which dismisses them from class and they will then bring the note to the office to get signed out.

Student will not be dismissed without a note/email from the parent/guardian or a phone call.

### **ARRIVAL/DEPARTURE TIMES**

Students should not arrive prior to 8:00am and should leave the school by 3:00 pm unless under the direct supervision of a teacher. Supervision is during these hours only. The student entrance

does not open until 8:03 am, if a student arrives to school prior to 8:08 am they must wait outside unless inclement weather necessitates early entry.

### **OFFICE HOURS, STAFF EMAIL, PHONE LOCALS**

The office will be open to receive phone calls from 8:00 am to 3:30 pm, Monday to Thursday and 8:00am to 1:30pm on Friday. If you call outside of these hours please leave a message and staff will return the call as soon as possible.

An electronic phone system is in place, which will allow you to leave a message for the teacher you desire to contact. Staff email can be found on our school website:

<http://www.rockyview.ab.ca/meadow> under the Staff tab.

### **BEFORE SCHOOL AND LUNCH HOUR**

Students may enter the school by their designated doors at 8:03 am. If students arrive to school earlier they must wait outside until they are allowed in. A variety of supervised activities are available over the lunch hour and participation is encouraged. Meadowbrook School is a closed campus with the exception of students who go home for lunch. It is expected that students will not leave the school grounds without written parental knowledge and permission. Permission form is available online on School Engage.

We expect that students will bring a healthy lunch and snack items, and convenience store items such as pop, coffee, and energy drinks are not allowed on school property. We ask parents 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.

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 go to the gym. In inclement weather, this expectation will be relaxed.

### **MORNING BREAK**

After period 2 in the morning on Mondays – Friday students have a break. This is to enable the students to use the washrooms, go to their lockers, and to have a snack. Students are expected be in class and ready to work before the bell rings.

### **MOVEMENT BETWEEN CLASSES/BACKPACKS**

Due to fire regulations, 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 8-minute morning break; and at lunch. Students that have been granted permission to use the washroom or leave during class time are expected to sign in and out of class, one person at a time.

### **NEWSLETTERS (BULLDOG BULLETIN)**

Newsletters are emailed each week. Parent's please read this important document to obtain current information regarding the school. It is our goal to have a green newsletter by using email and our school [website](#). If you have not provided us with a current email address please do so as soon as possible.

## **SCHOOL FEES**

School fees are part of the operating budget of each school and go directly to your education at Meadowbrook School. Consequently, the collection of these fees is crucial to the school's ability to operate effectively. Fees must be paid by online, with cash, debit card, credit card or cheque. 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 School Cash online can be found at <https://rockyview.schoolcashionline.com/>

## **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 destroy the surface. 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.

## **LUNCH AND RECESS**

Students who remain at the school for lunch will have a designated area to eat.

Any student leaving campus at lunch is required to have signed parent permission. Students leaving campus must leave at the beginning of lunch and may return 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. Once students are back on the Meadowbrook school grounds they are not to leave again.

During lunch (eating time), students will not be permitted access to technology.

## **HOMEWORK AND TEACHER PAGES**

Students and parents can find lists of assignments and important dates on their Google Classroom. Log in information can be obtained by emailing your teacher directly. A list of teacher emails can be found on the staff page of the school website.

## **DRESS CODE**

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 should assist you:

- Images and messages on clothing must be appropriate. Clothing will not promote alcohol, drugs, violence, racism, sexism or any form of intolerance.
- We encourage students to dress comfortably and appropriately. Excessive skin exposure is not appropriate in a learning environment.

Please note that any student who is unsuitably attired will be required to change into acceptable clothing or return home to change prior to re- admittance to the school.

### **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.

### **PERSONAL DIGITAL DEVICES (LAPTOPS, TABLETS)**

Computers are encouraged to be brought but not mandatory. During class they are only to be used for learning purposes.

### **CELL PHONES**

Personal digital devices (Cell phones iPods, MP3 players, etc), if brought to school, must be kept in the student's locker during instructional hours. Students are permitted to use cell phones and iPods during their recess break.

### **SKATEBOARDS/ROLLERBLADES/HEELIES/BICYCLES/SCOOTERS**

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

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.

### **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. Personal items are subject to search at any point.

### **LOST AND FOUND**

A lost and found is kept 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 at the lost and found and 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 of or replacement of personal items.

### **EXPECTATIONS FOR PHYSICAL EDUCATION**

#### 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 at on the school website.

### 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!

### 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.

### 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.

### 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.

## **SAFE AND CARING ENVIRONMENT**

RVS is committed to providing students and staff with a safe and secure learning environment. In keeping with this commitment, administrative staff at all levels is expected to respond firmly and decisively to behavior, which causes or threatens harm to persons or property.

Students who are responsible for actions, which cause or threaten harm to persons or property face formal suspension, expulsion, and when appropriate, referral to police. This includes harmful actions that take place over cell phone or on social networking sites such as Facebook. The Board will support its staff in taking appropriate action consistent with this policy.

## **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. Harassment, abuse, fighting, use of disrespectful or inappropriate language, vaping, smoking, drugs and/or alcohol use will not be tolerated, and appropriate discipline measures may be taken by the school. Students are expected to positively add to the culture of the school and are expected to report unsafe behaviour to school staff. Any student conflict is to be

resolved in an appropriate manner and students are able to access support to do so from school administration, the Child Development Advisor and/or the teacher.

In situations of disagreement, it is expected that students will conduct themselves in a controlled and civilized manner. This is both in person to person contact as well as through the internet and other digital devices. Resorts to shouting demeaning or racial comments, swearing, or threats are very devastating to the recipient and are therefore considered acts of violence. When these comments impact the school environment, the school will become involved. Suspension from school is a likely consequence.

### **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.

### **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, appropriate action will be taken in an attempt to help the student resolve the problem.

When 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 if they have signed parental permission.

### **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 CLOSING**

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.

## **LEARNING COMMONS**

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

## **COMPUTER USE POLICY**

Students are required to use technology in a safe, respectful and responsible manner whether it is personally owned or school owned devices. 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 each year. Improper use of technology may result in appropriate consequences at the discretion of the teacher or school administration. **Absolutely no food or beverages near the computers.**

## **GUIDANCE AND COUNSELLING**

Mrs. Diebolt, our 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 invariably involved. We cannot, however, provide extensive ongoing counseling.

## **REPORT CARDS**

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 to in subject specific learner outcomes every two weeks. Included in this will be information about the assessment, comment relating to student growth as well as a mark. Parents and students are able to contact their teacher for more information at any point in the school year.

## **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.

## **PARENT VOLUNTEERS**

The school welcomes parent volunteer work and supports the philosophy of parents and teachers working in partnership. Opportunities are available for many volunteer activities such as reading with students, doing classroom displays, attending fieldtrips etc. Communication to

parents and community members will be in the form of monthly newsletters and calendars that will be posted on our website. As well, many volunteer activities will be coordinated through the Meadowbrook School Council, explained in more detail below. Parents who volunteer will be responsible to obtain 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.