



# Meadowbrook School Student Handbook

2019 - 2020



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Airdrie, Alberta T4A 2R1

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Website:

[www.rockyview.ab.ca/meadow](http://www.rockyview.ab.ca/meadow)

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## OUR SCHOOL MOTTO

At Meadowbrook, we have Pride in our students, staff, building, grounds, programs, activities, teams, and organized groups. "At Meadowbrook, PRIDE means to be Positive, Respectful, Imaginative, Determined and Enthusiastic."

## 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 ABSENCES/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."

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### **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.

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### **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.

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## 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.

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## 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 from the parent/guardian.

## ARRIVAL AND 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 8:08 am, if a student arrives to school prior to 8:08 am they must wait outside.

## 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: [www.rockyview.ab.ca/meadow](http://www.rockyview.ab.ca/meadow) under the Staff tab.

## BREAKFAST PROGRAM

With support from Breakfast Clubs of Canada, Meadowbrook has available to students a nutritious breakfast to help them concentrate, improve their ability to learn and supports a positive classroom environment for students and teachers. For more information please contact the school.

## BEFORE SCHOOL AND LUNCH HOUR

Students may enter the school by the main doors at 8:05 am. If students arrive to school earlier they must wait outside until the student entrance doors are unlocked. A variety of supervised activities are available over the lunch hour and participation is encouraged. Meadowbrook School is a closed campus for our grade 5 and 6 students. This means 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. Grade 7 and 8 students are permitted off-campus if they go home for lunch, but if lunch is eaten at the school, they must remain on campus. 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 the second half of the lunch break or work in the library, participate in a club, 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 – Thursday students have a break. This is to enable the students to use the washrooms, go to their lockers, and to have a snack.

### **MOVEMENT BETWEEN CLASSES**

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 at school in the morning before the start of classes; during the 5-minute morning break; and at lunch. Students are NOT PERMITTED to go to their lockers BEFORE TA TIME. 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**

Newsletters are distributed the first week of each month. Parents 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. [www.rockyview.ab.ca/meadow](http://www.rockyview.ab.ca/meadow) . 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.

### **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. Once students are back on the Meadowbrook school grounds they are not to leave again. During lunch, students will not be permitted access to technology.

### **Food/Drink at school**

- a. Energy drinks and high sugar content drinks (slurpee) not permitted at school.
- b. Nut sensitive school
- c. Scent sensitive

### **AWARDS**

**Academic Honors** - The academic honors award recognizes students who have outstanding achievement in all core academic subjects. The criteria for year-end academic honors is an average over the year of advancing or mastering level in each of the core subjects over each term. Students receiving this honor will have met minimal or higher requirements (Beginning or higher) in all subjects outside their core classes. Service Award – The service award is a citizenship award that recognizes students who have made positive and productive contributions to our learning community throughout the entire school year. Their varied contributions and involvement help to make Meadowbrook the great school that it is. These students are nominated by staff members.

**Pride** - Awarded to those students who most clearly demonstrated our school motto – PRIDE. In Meadowbrook, Pride represents Positive, Respectful, Imaginative, Determined and Enthusiastic. Students

who receive this top honor show pride every day. They are the ones who choose to do the right thing whether anyone is watching or not. They consistently strive to do their best. They take initiative and show enthusiasm and respect for their learning community and the world around them.

**Athletic** – sportsmanship/leader/athletic/participation on sports teams/responsiveness to coaching.

**WERC** – ALL teachers must agree that the student meets these criteria to receive this recognition. Excellent work habits and effort. Both summative and formative assessment are virtually always completed within expected timelines. Necessary materials are brought to class on a consistent basis. Formative work is completed when expected and the quality is consistent with expectations for individual student performance. During class the student is self-directed and participates well. Consistently demonstrates positive attitudes and behaviors.

**Band Award:**

One student from grade 6, 7, 8 Band Class. Presented to a student who has shown excellence in the following areas: Consistent musical growth, responsibility and reliability, positive and enthusiastic attitude, respect for others, positive influence, concert attendance, and consistent effort

**Art Award:**

One student from 5-8 who has, throughout the year, shown outstanding effort, enthusiasm, and leadership in art class. In addition, this student has consistently displayed a positive attitude and a continued interest in attaining and developing his/her skills in visual arts. In grades 7 and 8, preference is given to students who take more than one art class in the current school year.

## HOMEWORK ON TEACHER PAGES

Students and parents can find lists of assignments and important dates on their Teacher's Page located on the school website: <http://meadowbrook.rockyview.ab.ca/>

## 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:

1. Images and messages on clothing must be appropriate. Clothing will not promote alcohol, drugs, violence, racism, sexism or any form of intolerance.
2. We encourage students to dress comfortably and appropriately. Excessive skin exposure is not appropriate in a learning environment.
3. Hats and headgear are not permitted during normal school hours unless for religious reasons.

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 & 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. Therefore it is expected that students will NOT use scented products such as hair spray, perfume, and cologne while at school. Students are expected to use un-scented deodorants and sprays for personal hygiene.

## PERSONAL DIGITAL DEVICES & CELL PHONES PERSONAL LAPTOPS

Personal digital devices (Cell phones iPods, MP3 players, etc), if brought to school, must not be brought out during school time unless the teacher endorses their use for learning. The use of these devices during class is at the discretion of the teacher. Cell phones use is not permitted during instructional hours. Students are permitted to use cell phones and iPods during their lunch 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.

Motorized scooters or mopeds are allowed on school property at the discretion of the administration.

## 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. Due to the potential for eye injury, laser pens are forbidden.

## LOST AND FOUND

A lost and found coat rack is kept outside the hallway by the band room. 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 from the P.E. teachers for the cost of \$30.00.

### 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 – PHYS. ED

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 behaviour, 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

Although minor disciplinary matters may not be referred to parents/guardians because we wish to emphasize student responsibility, we will refer any serious concerns, which could result in school suspension, promptly. If staff or parents have concerns about their students, they are welcome to contact the classroom teacher and involve the administration on a Learning Support Team (LST) meeting, where everyone gets together to create a positive and responsive plan of support for the student.

## VERBAL ABUSE

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.

## FIGHTING

Fighting is not considered by the school to be a reasonable or practical way for students to resolve disputes among themselves. Physical violence does not resolve problems, and often escalates them. Anyone who is being challenged by another student or who is involved in a dispute that could lead to a fight is expected to seek assistance from administration, guidance or other school staff. Any inappropriate physical contact cannot be tolerated.

All students involved in a physical altercation (unless an act of complete self-defense) will be suspended.

## HAZING/INITIATION

Hazing and/or Initiation of other students will not be tolerated. Students engaging in these practices will be appropriately dealt with.

## SMOKING, ALCOHOL, DRUGS

The use and possession of any form of intoxicants, (such as drugs or alcohol), or smoking is strictly prohibited at school or within sight of the school building or at any school related activities. Violation of this policy will result in suspension from Meadowbrook School.

## USE OF FOUL LANGUAGE

Students are expected to speak in a courteous and respectful manner at all times. Use of foul language is inappropriate.

## 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.

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### 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 behaviour, 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.

## **HARASSMENT**

Personal harassment is any behaviour that has as its intent or effect to alarm, annoy, or belittle a person. Sexual harassment is any unwelcome, behaviour, which is sexual in nature. Harassment may occur in person to person contact or through the internet.

Harassment can include, but is not limited to the following:

Unwanted physical contact

Unwelcome remarks or compromising invitations

Verbal abuse or display of suggestive pictures

Inappropriate use of the internet or websites degrading others at school or the reputation of the school causing a disruption in the learning environment.

This kind of uncalled for behaviour is taken very seriously and suspension is likely for these actions.

## **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.

## THE LEARNING COMMONS

### The Library of the 21st Century

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. 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 POLICIES

Computers are for curriculum work only. Computer areas are for classes doing research, engaging and representing learning. **Absolutely no food or beverages near the computers.**

### Consequences for Misuse

Hacking (being in places you should not be in): in other's files or accounts, in administration areas or in PowerSchool.

Consequences: permanent loss of access, suspension or possible criminal charges

Vandalism (intentional damage to computers or software).

Consequences: payment for damages, suspension

Downloading screen savers/wallpaper on computers in area of the school, or other unauthorized changes to desktop.

Consequences: loss of access, possible suspension. A second offence will result in permanent loss of all computer access.

Misuse of school technology including viewing, downloading, or otherwise accessing inappropriate material.

Consequences: immediate loss of access to school technology for four school weeks, possible suspension. A second offence will result in loss of all school computer access, and

possible suspension.

## **LEARNING SUPPORT TEAM (LST)**

The Learning Support Team is comprised of the school administration, CDA, resource teacher and individual teachers. This group meets once a week to review individual student programs. Progress, behaviour issues or academic concerns are considered by the LST with appropriate follow-up strategies and resources for individual students, which may include referrals for further academic, and social/emotional assessments. The LST also serves as a format for occasional student-parent-teacher Interviews. If parents have concerns about their child's progress, they may also request an LST through the classroom teacher. Parents are often in attendance at these meetings.

## **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.

## **EXTRA HELP**

Extra help is always available from teachers. We encourage students to make arrangements ahead of time.

## **CLASSROOM PERFORMANCE**

Students are expected to perform to the best of their ability in each class and to come prepared with the necessary materials. We expect students to conduct themselves in a manner, which does not interfere with the learning of other students.

## **CHEATING AND PLAGIARISM**

Students caught cheating will face serious consequences. Plagiarism is considered a serious offence. Students are expected to submit original work. Consequences for repeat violations

in these two areas could range from involving parents with a telephone call home to suspension for repeated offences.

## REPORT CARDS

Formal report cards are issued 3 times year. The dates are listed on the school website. Student Led Conferences are scheduled to correspond with the distribution of the formal reports. As well, students will create term goals which will be reviewed during “interim” reporting periods and parents can expect to see two interim reports during the school year.

Some students are on Individual Program Plans (IPPs). IPP’s are sent home at Report Card times. In addition to scheduled interviews, we invite parents to contact the school at any time to discuss any matter of concern. You are encouraged to contact the teacher, CDA, Assistant Principal or you may wish to speak to the Principal.

## 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.

## SCHOOL DANCES

Depending on student interest, dances are offered at the school. Should the dance occur during school hours, students are expected to remain in the area of the gym. Students not wishing to attend afternoon dances can stay in the Learning Commons or partake in other activities offered throughout the school.

## PARENTS AND 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.

## PARENT COUNCIL AND THE FUND RAISING SOCIETY

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 Monday of the month.