

Mattie McCullough Elementary School

Shaping Tomorrows' Future Today



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Red Deer, AB T4R 3L6
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Website: <http://mattie.rdpsd.ab.ca>

2020-21 PARENT HANDBOOK

The mission of Mattie McCullough Elementary School is to create a caring, cooperative community of learners and to nurture the highest standards of achievement and behaviour.

Welcome to Mattie McCullough Elementary School!

A new school year is upon us at Mattie McCullough and we look forward to another fantastic year of learning and growing together! Each year brings with it much anticipation of the future. It is such an incredible opportunity to make a difference in the lives of every child in our school community. Each year we open a new chapter full of a wide variety of learning experiences for the children to explore. We are committed to providing exemplary instruction to ensure that your child finds success.

We endeavour to provide an environment which sets high expectations for academic and behavioral success and to offer the guidance and support needed to meet these expectations. At Mattie McCullough, our focuses will continue to be literacy and numeracy, equity and school success and completion. We will endeavour to provide program excellence in a safe and caring environment which allows each child to achieve their own successes. Respect and caring for others are an important part of our Mattie McCullough community. Please bring to our staff any concerns you have about your child's achievement and together we will develop a plan for their success.

Teamwork is a key part of the education process at Mattie McCullough and we know that our volunteers provide extra talent for the many programs, activities, and field trips offered here at school. There are many opportunities throughout the year for you to share your time and your talents. We encourage you to discuss with your child's teacher the ways in which you would like to be involved throughout the school year. A strong partnership between home and school provides the best structure for giving support and encouragement to the children.

At Mattie McCullough we believe and we live our motto every day. We believe our school is "shaping tomorrow's future today" and we are proud to be a part of it. Join us in making this school year an excellent one!

Kim Kirkwood, Principal

Crystal Kjelsberg, Vice Principal

SCHOOL HOURS

8:15 a.m.....	Entry Bell
8:17 a.m.....	Classes Begin
10:17 – 10:32 a.m.....	Recess
12:02 – 12:52 p.m.....	Lunch
12:52 p.m.....	Entry Bell
12:54 p.m.....	Classes Begin
2:49 p.m.....	Dismissal

KINDERGARTEN

8:15 a.m – 11:00 p.m.....	Morning Class
8:25 a.m – 2:45 p.m.....	Full Day Class

PARENT-TEACHER CONFERENCES

The Red Deer Public School District prescribes four reporting periods per school term. These reporting dates are as follows:

First Report – Conferences Only

October 8, 2020

Second Report – Report Cards/Conferences

December 10, 2020

Third Report – Report Cards/Conferences

March 18, 2021

Fourth Report – Final Report Cards

June 29, 2021

Parent-Teacher Conferences are conducted at each reporting period. At the end of the second, third and fourth periods, a written report will be issued. A conference may be requested at any time by parents or teachers.

SCHOOL YEAR 2020-2021

September 1	Back to School
September 7	Labour Day
October 12	Thanksgiving Day
November 9 - 11	Fall Break/ Remembrance Day
December 21- January 1	Christmas Break
January 4	Classes Resume
February 15	Family Day
February 16-17	Winter Break
February 18-19	Teachers' Convention
April 2-9	Good Friday/Easter Monday/ Spring Break
April 12	Classes Resume
May 24	Victoria Day
June 29	School Closing & Report Card Day

STAFF MEETINGS/P.D. DAYS

Friday, September 18	No students all day
Friday, October 8 & 9.....	No students all day
Friday, November 6.....	No students all day
Friday, December 10 & 11.....	No students all day
Friday, December 18.....	1:49 Dismissal
Friday, January 15.....	No students all day
Friday, February 12.....	No students all day
Friday, March 18 & 19.....	No students all day
Friday, April 23.....	No students all day
Friday, May 21.....	No students all day
Friday, June 11.....	No students all day
Friday, June 29.....	1:49 Dismissal

ATTENDANCE

School attendance between the ages of 6 and 16 is compulsory according to provincial legislation. We encourage parents to ensure the regular and punctual attendance of their children in order that maximum achievement may be attained.

Mattie McCullough School operates an absentee check program. If your child will be absent or late on a given day, please contact the school **Attendance Line at 343-8956**. It is operational 24 hours daily. Parents can access the Attendance Line outside of school hours and leave a voicemail message reporting their child's absence. In the event that your child is absent or late, the home will be phoned by our automated call out system.

BEHAVIOR EXPECTATIONS

Our goal is to encourage self-discipline and foster responsible attitudes of good citizenship. We expect children to use problem solving skills and display "common sense". Children should enjoy school, work hard on their studies, and contribute to a safe, caring environment. All students must comply with the school rules and regulations to ensure this goal.

The School Act 2000 Part 1 Section 12 clearly states that "A student shall conduct himself so as to reasonably comply with the following code of conduct."

- a) Be diligent in pursuing his studies,
- b) Attend school regularly and punctually,
- c) Cooperate fully with everyone authorized by the Board of Trustees to provide education programs and other services,
- d) Comply with the rules of the school,
- e) Account to his teachers for his conduct,
- f) Respect the rights of others.

The policies of the Red Deer Public School District #104 Regulation 4.04.02 describe expected behaviors and misdemeanors which require discipline.

- a) Open opposition to the authority of the teacher, principal, school or school board,

- b) Willful disobedience over a prolonged period or in a single instance where the disobedience endangers the pupils, teacher, building, or general climate of orderly behavior,
- c) Habitual neglect to do work that is assigned to the pupil and which is within his competence to complete,
- d) Profane or indecent language in the presence of other pupils or before staff,
- e) Threats of physical violence or acts of violence against a teacher or a serious unprovoked attack on another pupil,
- f) Any act of indecency in a school building or on the school grounds,
- g) Failure to observe and to obey any reasonable rule, regulation, or procedure established by the teacher or by the principal for maintaining a climate of behavior conducive to learning.



BIKES, SCOOTERS & ANYTHING WITH WHEELS

(Including shoes)

All students must wear bike helmets when riding bikes, scooters or anything with wheels. Students are asked to walk bikes to the bike racks when on school property. Students must have their own locks to secure their bikes. There is no room in the school to safely store bikes. Heelys and roller blades cannot be worn indoors. Please bring other shoes to wear indoors.



BUS RULES for all students on transportation provided.

1. Follow what is asked by the driver.
2. Stay seated with your back against the back of the seat. Do not get up until the bus has completely stopped. Sit in your assigned seat.
3. Always keep the aisle clear. Sports equipment, backpacks, lunch kits and books should be held on your lap or placed at your feet. Skates must be in a bag.
4. Keep everything inside the bus. Only air goes in and out the windows.
5. No eating on the bus.
6. Walk behind the bus if you must cross the street to load or unload the bus. Never walk in front of the bus.
7. Stay back from the sides, wheels, and bumpers of the bus. Keep out of reaching or touching distance.
8. Report any problems to the driver.
9. All school rules apply.
10. Please keep the noise level down so the driver can concentrate on driving.

CLOTHING

1. In order to maintain cleanliness in the school, we ask that students have one pair of shoes or boots for outdoor wear and one pair of shoes for indoor wear. (Please avoid purchasing shoes with high heels.)
2. Parents should plan for the children to spend time outside EVERY day. **Please ensure that your child is dressed appropriately for playing outdoors for 15 minutes during recess and 30 minutes over lunch hour.** On most winter days, students will be expected to spend their recesses and noon hours outside. Warm clothing such as hats, mittens, snow pants and boots for winter and other unseasonably cold days is essential. Also, please ensure your child has proper rain gear for rainy days.
3. Students are active every day. Please ensure that your child is dressed to enjoy these activities. Tank tops need to cover a **two fingers** width on the shoulders. Shorts and skirts are expected to extend to the bottom to the student's finger tips.
4. **Parents are urged to ensure that children's names are placed on ALL items of clothing and footwear so we are able to return lost or misplaced to them.**

CONTACT INFORMATION

Please make sure all of your information, especially your phone number is accurate and current. This information is important in case of emergency. Please update this information in Powerschool.

DOOR SECURITY

All doors, except the front doors, are kept locked during the school day. Please be aware that doors will be opened for regular entry times but late students should proceed to the front entry. ALL VISITORS, including parents must use the front doors and sign in.

EXTRA-CURRICULAR ACTIVITIES

Mattie McCullough School believes that students benefit from participating in extra-curricular activities in their areas of interest. By engaging in these activities, children learn to work and play together and to develop additional skills. Extra-curricular activities also provide children with opportunities to simply “have fun”, thus enhancing student interest in school and building school spirit.

A variety of activities is offered during the year and may change from year to year. This may include:

- Basketball
- Choir
- Cross-country running and skiing
- Floor hockey
- Library club
- Special activity days

Extra-curricular activities may vary according to the interest of students or expertise of staff. All extra-curricular activities are sponsored by staff on a voluntary basis. Parental support and help is most welcome and some programs are dependent on parental help. Please contact the school if you would like to help in any extra-curricular activity.



GYM APPAREL

Students in all grades are required to wear running shoes for physical education classes. These running shoes could also “double” as a child’s “inside” shoes. Students in grades 4 and 5 are also required to wear gym shorts and a t-shirt for physical education classes. It is strongly recommended that they have a gym bag for carrying and storing their gym clothing.

HEAD INJURIES

Any child who has a head injury will be brought to the office. Parents will be contacted and will determine whether the child will remain in school or be taken for a medical examination. Head injuries are difficult to diagnose and because concussion is difficult to determine immediately, parents will be expected to check on their child if called about a head injury.

Please ensure that a telephone number where a parent can be reached at all times is available to the school. Confirm with your designated alternate contact person. College students – please provide a class schedule.

HOME AND SCHOOL COMMUNICATION

It is important that good communication between home and school exist at all times. This communication can be initiated by either the home or the school and can take a variety of forms. Some of these are:

1. Website: <http://mattie.rdpsd.ab.ca>
2. Weekly Mustang Memo will be emailed to you directly through School Connects.
3. Classroom meet and greet
4. Parent attendance at school assemblies, activities, volunteering and special events
5. Report cards and parent teacher conferences
6. Mattie McCullough School Council
7. Notes or letters from teacher to parent or from parent to teacher
8. Social Media-please see our Facebook and Instagram pages

Please contact teachers or the administration about questions you might have.

HOMEWORK

Most parents and teachers seem to agree that the “*homework habit*” contributes to school success, especially at more advanced levels. Homework is practice to increase speed, mastery, and maintenance of skills. Reading is the single most important activity you can do to improve your child's school success. Reading should be the activity for the majority of homework time. Homework can be beneficial if the following steps are taken:

- Communicate with your child’s teacher about expectations.
- Encourage your child to share by saying "Tell me about something you did today."
- Provide a comfortable place to work.
- Establish a consistent time each evening.
- Praise often.

Division I

Homework will consist of students reading, writing and talking with parents, or practicing spelling and math.

Division II

Homework may include finishing assignments, working on projects, practicing spelling, math and reading. Unfinished work may require students to stay after school.

ILLNESS

If your child is ill, please keep them at home to get better. **A child should be kept home for at least 24 hours after he/she last vomits or has had diarrhea.** This is for everyone’s health and well-being. Generally, we will not allow students to remain inside the school at recess because they are sick. We feel that if a child is well enough to be at school, they are well enough to spend a short amount of time outside.

LUNCH TIME AT MMES

Lunchroom fees have been eliminated at Mattie McCullough.

If your child goes home for lunch, please provide a letter informing the school.

LUNCHROOM PROCEDURES & EXPECTATIONS

School lunch care is a suitable option for many children. Some children, however, do need a break from the crowds, the noise, and the formality of an institution. These children often express their need by persistently engaging in disruptive and attention-seeking behavior. If your child has difficulty observing the behavior expectations at noon hour, please consider an alternative care arrangement before the situation escalates to suspension of privileges. The solution then focuses on responding to a need in a positive way rather than punishing the child.

The expectations for behavior are designed to ensure a safe and orderly environment so that students and staff have a restful lunch break in preparation for a productive afternoon. Please review the expectations and procedures with your child to help accomplish this goal.

1. Between 12:02 and 12:20 students are to remain seated while eating their lunch in a supervised lunchroom.
2. Between 12:20 and 12:52 students are to be playing on the supervised playground or be involved in a supervised activity inside the school building.
3. Students are to clean up their eating area.
4. Students who stay for lunch are not to leave the school grounds without written permission from a parent and permission from administration.

MEDICATION

Parents should be aware that the school is not allowed to administer medications to students. If your child requires medication to be administered during school hours, please contact the school so that we can ensure proper procedures are being followed.

Non-Prescription: School staff can **not** administer non-prescription medications such as Aspirin, Tylenol or cough medicine. These are not available at school.

Prescription: School staff may **not** administer prescription medications unless they have agreed to be of assistance and have been given appropriate instruction or training by a qualified person which may include the parent. **Authorization** must be provided in writing from the parent and physician to the principal (Regulation 4.04.02 R.D.P.S.D. #104). It is a teacher's right to accept or not accept the responsibility to administer medicines. Parents are responsible for making appropriate arrangements for giving of medications. All prescription medications must be in the original container, labeled, and stored.

MILK PROGRAM

At MMES, we provide a milk program for students. Students who wish to purchase milk may purchase a milk card. A milk card costs \$12.50 and provides 10 milk purchases. Or, if students wish to buy milk occasionally, the cost is \$1.25 each.

MINOR INJURIES

Minor injuries such as cuts and scratches will be attended to by the school. If there is any question as to the nature of illness or injury, we will attempt to contact parents.

SCHOOL AGE PROGRAM

If your child needs care *before or after school*, on staff meeting days, and on non-instructional days, please call **403-347-7973** to reserve space in the School Age Program. **This service is provided by the Red Deer Child Care Society.** Subsidized fees are available. Please make arrangements for child care if your child must arrive prior to 8:00 a.m. or remain after school past 3:00 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

- I have a **RIGHT** to learn in this school.
It is my **RESPONSIBILITY** to listen to instructions, to work quietly and to raise my hand if I have a question, concern, or need to leave.
- I have a **RIGHT** to hear and be heard.
It is my **RESPONSIBILITY** to not talk, shout or make loud noises when others are speaking.
- I have a **RIGHT** to be respected in this school.
It is my **RESPONSIBILITY** to not tease or harass other people.
- I have a **RIGHT** to be safe in this school.
It is my **RESPONSIBILITY** to not threaten, kick, punch, or physically harm anyone else.
- I have a **RIGHT** to privacy and my own personal space.
It is my **RESPONSIBILITY** to respect the personal property of others, and to accept their right to privacy.



VALUABLES

Parental discretion is advised in determining the types of valuables pupils bring to school from home. Items of considerable sentimental or monetary value should be kept at home. The school lacks facilities to secure valuables.

Students are requested NOT to bring electronic devices, trading cards and other toys to school.

VOLUNTEERS

Police Criminal Record Checks are required for every volunteer according to our Red Deer Public School District policy. These criminal record checks will cost \$5.00 with a volunteer form from our office. Please get your record checks in early so that you can volunteer in the classroom or on field trips. It can take up to 4 weeks to receive your criminal record check back.

WEATHER

Parents plan for your children to spend time outside every day.

Please make sure your child is dressed appropriately every day for the weather.

In the case of severe weather conditions the practice of the Red Deer Public School District is to keep the schools open, if at all possible. In this way, we are able to meet our responsibility to provide access to education, to provide a safe haven for children during severe weather conditions, and to meet the needs of parents who wish/need to send their children to school. As a result, it is extremely rare for the schools to be closed. With this in mind, parents/guardians always have the right to keep their children at home when severe weather conditions occur.

However, if extreme weather conditions cause power outages in schools, or roads and sidewalks become impassable due to snow or other conditions, the schools may be closed. If this occurs, announcements to that effect will be posted on the school district website, a message will be sent through School Messenger and will be made on local media outlets.

In the Red Deer Public School District, buses will operate as long as the roads are passable and the bus contractor feels that the buses can be operated safely. If buses will not be operating on a particular day, announcements will be made on local media outlets and will be posted on the District website. If buses are operating, they will run as close to schedule as possible, but delays may occur and should be expected.

