



Student/Parent Handbook 2022-2023

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Warburg, AB
T0C 2T0
780-702-7531
www.meccs.org

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Dear Parents/Guardians and Students,

Located on the shores of the North Saskatchewan River, in Treaty 6 Traditional Territory Mother Earth's Children's Charter School we are a close knit and caring community with a vibrant population of First Nations learners. We believe that every student possesses their own unique set of gifts and talents that exist within them and it is our responsibility and privilege to help them discover and nurture these gifts.

We are proud to offer extensive opportunities for students in the greater Parkland area, including classes in Traditional Languages, Indigenous Arts & Crafts, and enhanced Phys Ed. We are a certified NASP (National Archery in the Schools Program) school which provides students from grade three to nine with the opportunity to acquire skills and compete nationally and provincially.

We have been an APPLE school since 2011 and continue to "make the healthy choice the easy choice" every day, supported especially by our hot lunch and breakfast program.

At MECCS we work towards sustaining our partnerships with all stakeholders by having an open-door policy and are privileged to have an active parent liaison who ensures that our families and community are active participants in the school. We ensure communication with parents through newsletters and our Facebook page, and we are always open to new and effective ways to communicate.

We are looking forward to the upcoming school year, and to all that it might bring.

Hiy Hiy, Ish Nish

Erin Danforth

Principal

2022-2023 School Instructional and Support Team

Superintendent		Ed Wittchen	Ext. 303
Secretary-Treasurer		Anita LeMoignan	Ext. 307
Principal		Erin Danforth	Ext. 302
Home Liaison		Janet House	Ext. 308
Stoney Language		Mary Theresa Bird	N/A
Instruction and Support	Grade K/ 1/2	Mark Ehnes	N/A
	Grade 3/4	Naomi Anderson	N/A
	Grade 5/6	Maxine Hildebrandt	N/A
	Grade 7, 8 & 9	Erin Danforth	N/A
Transportation	Paul First Nation	Simon House	N/A
Food Services	Supervisor	Janet House	Ext. 315
	Support	Jennifer Saulteaux	Ext. 315
Custodian		Sheila Gardiner	N/A
Building Maintenance		Dale LeMoignan	N/A

Voicemails may be left for any staff member in the general mailbox at extension 301

Board of directors 2022-2023
Dale Friedel – Chair
Cindy Paul – Vice-Chair
Emil Durocher
Wendy Cunningham
Melanie Ure
Jon Hutt

Mother Earth's Children's Charter School

Welcome to Mother Earth's Children's Charter School, Alberta's first Indigenous charter school; a place where:
...children are cherished
...families are welcome
...respect is the cornerstone
...connections are made to grassroots
...staff are responsive to children's needs
...children are respected for their individuality
...traditional Indigenous teachings lead the way

Our goal is to ensure that each student is successfully prepared for the future and to foster the knowledge, skills and attitudes to be responsible and respectful citizens within an Indigenous context. At Mother Earth, we aim to provide the knowledge, confidence and most importantly, life-long learning skills to our students so that they will be able to meet all the challenges they face in High School and beyond.

We welcome all parents and visitors to our school to see minds and hearts stretching and growing each day in our classrooms. Our doors are always open.

VISION

Rediscovering the gifts and potential given to them by The Creator, our children will achieve personal excellence and fulfillment.

MISSION

To wholistically nurture, guide and challenge each child's spiritual, intellectual, physical and emotional self through traditional Indigenous teachings.

SCHOOL HOURS	
Buses Arrive	8:30 – 8:40 am
Morning Snack	8:40 – 8:55 am
Smudge & Prayer	8:55 – 9:05 am
Classes	9:05 – 10:55 am
Recess Break (K-4)	10:55 – 11:10 am
Classes	11:10 – 12:10 pm
Lunch	12:10 – 1:00 pm
PM classes begin	1:00 pm
Classes	1:00 – 3:30 pm
Dismissal	3:30 pm
Buses Depart	3:40 pm



Mother Earth's Children's Charter School

School Calendar for Approval

2022-2023

Calendar Key						
Holiday/No School						
Feast/Celebration						
Operational Day - No Students						
Total						
189 Operational Days						
183 Instructional Days						
Instructional Hours						

August						
S	M	T	W	T	F	S
		1	2	3	4	5
	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Hours of Instruction
 9:00-10:55
 11:10-12:10
 12:55-3:30
 5.5 Hours
 (950 required/year)

Monthly Details

24 School office opens
 25 First day for staff
 30 First day students
August Total
 3 Operational
 2 Instructional

5 Labor Day
 16 Fall Feast
 30 Nat'l Day Truth & Rec
September Total
 20 Operational
 20 Instructional

7 PD Day
 10 Thanksgiving
October Total
 20 Operational
 19 Instructional

14 Fall Break
 11 Remembrance Day
November Total
 20 Operational
 20 Instructional

16 Christmas Feast
 23-31 Christmas Break
December Total
 16 Operational
 16 Instructional

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May						
S	M	T	W	T	F	S
			1	2	3	4
	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
					1	2
	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Monthly Details

2-6 Christmas Break
 30 PD Day
January Total
 17 Operational
 17 Instructional

17 Winter Break
 20 Family Day
February Total
 18 Operational
 18 Instructional

17 Spring Feast
 31 Spring Break
March Total
 22 Operational
 22 Instructional

3-6 Spring Break
 7 Good Friday
 10 Easter Monday
 28 PD Day
April Total
 14 Operational
 13 Instructional

19 PD Day
 22 Victoria Day
May Total
 22 Operational
 21 Instructional

16 Summer Celebration
 21 Nat'l Indigenous Persons Day
 21 Last Day - Students
 23 Last Day - EA/Teacher
June Total
 17 Operational
 15 Instructional

GENERAL INFORMATION

Registration Procedures

MECCS students and parents are expected to respect and support MECCS vision, mission and cultural philosophy.

Our admission process starts with an in-house registration to see how many students are returning and whether they have siblings ready to enter Kindergarten. This enables us to identify all available openings. After the in-house registration of children of registered families and staff members is complete, we open registration on a first come first serve basis to families committed to the mission, vision, and philosophy of the school.

- Students of First Nation ancestry are given priority
- All students are welcome
- All parents and students are expected to personally meet MECCS administration
- New students should provide a copy of the most recent Report Card from the previous school
- New registrations for the upcoming September will begin starting April 1st each year
- Under our current *School Act* regulations, children must be at least four years old on or before March 1 to start kindergarten in September of the same calendar year.
- Children must start Grade 1 if they are six years of age or older on Sept. 1.
- Maximum age. Any new grade 9 student may **NOT turn 15** before June of the current school year.
- A completed Registration Form signed and dated by a parent or guardian is required
- A copy of any legal documents pertaining to the child's access/restrictions is required
- Proof of student identification is required by Alberta Education. Registrations without ID are considered incomplete. Examples of acceptable ID include:
 - Birth Certificate
 - Treaty/Status Card

Emergency Numbers

Every household must provide MECCS with a minimum of **two emergency contact persons within the area with working phone numbers**. This is critical, especially in the event of an emergency. **Parents are encouraged to ensure contact information is in working order** and to update the office **immediately** if the contact information changes.

School Closure/Bus Cancellation Policy

The school may experience some emergency situations that would warrant school closure. If this happens, every effort will be made to give parents/caregivers advance or immediate notice. Up-to-date contact information will greatly assist us in getting you the information you need in a timely manner.

As for the winter, we will generally follow Parkland County School's lead when making decisions about school and/or bus closures; however MECCS' policy regarding student transportation in inclement weather is as follows:

- When the safety of transporting bus students is at risk because of weather conditions, our Superintendent of Schools, in consultation with the Principal and the Bus Drivers, may choose to suspend school bus services and/or close schools. Weather guidelines that support the decision:
 - Visibility of less than 1 kilometer
 - Impassable rural roads
 - Temperature of -40°C (including wind-chill)

The final decision to send a child to the bus stop or to school rests with parents, even though buses may be operational.

Parents are responsible for listening to the designated radio stations to receive the correct information regarding school closures or bus cancellations. Drivers will also attempt to notify parents via text message therefore it is IMPERATIVE that you inform the school of any change to your contact information ASAP.

Local radio stations notified of bus and/or school closures:

CHQT- AM 880

CFCW – AM 790

CBC – AM 740 or FM 93.9

Information on bus and/or school closures will also be posted on our Facebook page.

<https://www.facebook.com/#!/groups/164419120320814/?bookmark t=group>

Reporting Periods & Parent-Teacher Consultation

Report Cards go home with students three times each year and Parent-Teacher Evenings are held throughout the year.

<p><u>Report Cards</u> November 30 March 30 June 21</p>

The relationship between school and home is extremely important to a child's academic and social development. Parents are encouraged to remain in contact with the school on a regular basis and to take an active part in their child's learning experience. Teachers are available throughout the school year to consult with parents.

Special Needs

Sometimes children need extra support in the school environment in order to be successful. Some examples of extra support **may** include:

- extra visual aides
- computer programs
- speech language therapy
- hands-on learning materials
- one on one time with a TA, Elder, Cultural Support or Guidance Coordinator
- additional small group support/programming with the Guidance Coordinator or other identified supports

To put forth recommendations so the required supports **may** be put in place, students with identified special needs **may** require informal and/or formalized assessments which require written parental consent. Parents will be contacted and informed if the need arises.

Channels of Communication



We hope you do not have a school problem, but it is normal and expected during your child's education. If this situation arises, we are committed to finding a solution at school level. Here are the steps to follow to communicate your concern:

STEP 1. Discuss and resolve the concern with the person closest to the situation. e.g. teacher

If you are unsatisfied:

STEP 2. Contact the Principal, Ms. Erin Danforth 780-702-7531, edanforth@meccs.org

If you are unsatisfied:

STEP 3. Contact the Superintendent, Ed Wittchen 780-702-7531

If you are unsatisfied:

STEP 4. Contact a member of the Board of Trustees, (listed in this document) at 780-702-7531

If you are unsatisfied:

STEP 5. Contact the Minister of Education in the Alberta Government, Honorable Adriana LaGrange, 780-427-5010.

Guidance/Support Services

MECCS philosophy is to promote a preventative approach towards the guidance and support of students.

MECCS employs a Home Liaison, Cultural Advisor, Literacy Specialist and Special Education Coordinator to assist students. This may include:

- Group programming
- Individual student guidance
- Recommendations for special programs and/or resources to the student or school
- Acting as a liaison between the school and other social agencies within the community

Some of the Guidance and support services are provided by outside agents such as psychologists, specialized therapists, and other support professionals. These outside agents will often require signed consent prior to working with your child.

Enbridge Hot Lunch Program

With the support of our corporate sponsor Enbridge, MECCS offers a Hot Lunch Program at no cost to students.



The Enbridge Hot Lunch Program provides students with a nutritious meal prepared using the Aboriginal Canada Food Guide with foods from at least two food groups. The serving, eating and clean-up of meals is conducted so that all children experience positive socialization and individual responsibility. Please contact the office if you have any questions.

Allergies

FOOD - Please indicate ANY **FOOD ALLERGY(S)** on the registration form and also notify your child's teacher. A doctor's note may be required to explain the severity of the allergy and or treatment.

PERFUME - Some members of our school community experience an increased sensitivity to strong scents and/or perfumes. ***Please refrain from using heavily scented products and perfumes in/around the school.***

Apple School

MECCS is thrilled to become an Apple School. What does that mean? It means that an Apple School Facilitator will work in the school full time to implement the Ever Active School model, research physical activity and nutritional habits of children and families, support the teachers and MECCS to work towards becoming a school of Comprehensive Health and engage families and community in becoming healthier.

Apple Schools believes:

- Healthy kids learn better and achieve more
- Habits early in life lead to lifelong healthy behaviors
- Comprehensive School Health is a proven strategy



Lockers

Each student in grades 5 – 9 is assigned a locker. The lockers are the property of the school. School personnel have the right to regulate and supervise access to and use of lockers. Guidelines for locker use:

- ♦ Students in grades 5-9 **must** use **only** the locker assigned to him/her
- ♦ Students are expected to keep their lockers clean and free of food

Computer Technology

MECCS has a partnership with Computers for Schools and has a computer to student ratio of one computer or I-pad to every 2.5 students. Students will access computers regularly to support learning and enhance learning in some options. All students in grades 4-9 must sign MECCS Computer Use Agreement. Any student found violating the agreement will have the use of computer equipment suspended, restricted, or terminated.

School Activities

MECCS offers a wide variety of student activities, and we hope there is something of interest to involve every student. Based on varying student interest from year to year, some activities may not run, and others may be instituted. It is MECCS practice to keep student costs at a minimum, however some of these programs (ex: swimming, snow skiing, wall climbing, etc.) may require a fee.

Warriors Athletics Program

All students in grades 6–9 have the opportunity to participate in the Warriors Athletics Program as part of their regular program. This program enhances the basic physical education program where students build skills, practice, train, and play together as part of a team. Students must earn their spot as an athlete on the team to represent MECCS out in the community. Earning the right to play on a Warriors team is based on participation, attendance, behavior and attitude.

Field Trips

Field trips and outings are an important part of your child's learning process and occur often throughout the year. To ensure the safety of your child, **Fieldtrip Permission Forms MUST be signed by parent or primary caregiver and received prior to the day of field trip.** Students without signed permission forms will **not** be permitted to participate. Parents will be notified in writing prior to each field trip and provided opportunities to volunteer. Parents are encouraged to volunteer and assist with scheduled field trips but are **kindly asked to make alternate arrangements for siblings.** Spending focused time with each child is important and will create memories that last a lifetime.

Please Note Smoking by parent volunteers is **not** permitted while attending any field trips or outings.

Transportation

Transportation is a **privilege**, not a right! MECCS provides streamlined bus transportation for students whose parents choose to use the service. Streamlined means that there are designated pick up and drop off locations. Please note, bus pick-up and drop-off times and locations are subject to change. Families receiving transportation services will be expected to respect and abide by the TRANSPORTATION GUIDELINES.

Transportation Guidelines

The school Bus is considered an extension of the classroom and therefore classroom conduct is to be observed at all times! The bus driver is responsible for the students on his/her bus. Mutual respect between students and drivers is expected. Students shall be assigned seats and shall remain seated while on the bus. Parents and students – **PLEASE** be on time at the pick-up and drop-off locations.

Students are escorted directly to their buses after dismissal, by their classroom teachers.



1. **Buses must be kept clean** and free of waste and debris. Please use the garbage cans on the bus.
2. The following activities are **prohibited**:
 - a. Extending any body parts out the window
 - b. Throwing garbage on the floor or out the windows
 - c. Possessing and/or using alcohol, drugs, or tobacco
 - d. Profane language
 - e. Eating/drinking
3. Parents are asked to call/text the Parent Liaison, school secretary and/or their driver when child is not riding the bus or if there are any changes to home information.
4. If a student causes a problem on the bus, parents are expected to assist the principal and the bus driver in addressing and correcting the problem.

Parents are urged to discuss appropriate bus riding rules and behavior with their child, **and to sign the form included in their student registration package.** Should a student persist in disobeying the rules or the bus driver, **MECCS retains the right to suspend transportation privileges subject to Section 24 of the *School Act*.**

Route and Driver

Paul Band

Simon House

780-901-0575

Release of Information

MECCS is the only Indigenous Charter School in Canada. Capturing the journey through photos and video of the many celebrations, events, and program activities is essential. A release form in the registration package requires a parent signature permitting MECCS to use student pictures, videos and/or artwork.

Any parent who objects to having their child's photo, video, and/or drawings published for public display should not sign these permission forms.

Accidents/Illness

First aid will be given to a student injured at school. If the accident is serious, the parent will be notified immediately. If necessary, an ambulance will be called, and the student will be transported to the nearest appropriate hospital. (At the emergency-responder's discretion) When a student becomes ill he/she should notify the classroom teacher, who will send or take the student to the office. If the student appears to be seriously ill, the parent (or emergency contact) will be notified. If you cannot be reached your child will be made as comfortable as possible. ***It is extremely important that you provide the school office with the current home and emergency telephone numbers.***

An obviously ill child is not expected or encouraged to come to school. Parents are asked to exercise their best judgment in determining when their child is too sick to attend school. Please do **not send a sick child if any of the following symptoms is present within a 24-hour period:** a fever, nausea, vomiting, diarrhea, rashes, hives, pink eye, productive coughing, colored or heavy nasal discharge.

- ◆ **Please note:** Staff may not administer any over-the-counter medication. (such as Advil, Children's Tylenol, or OTC Cough and Cold medication)

Medication

Only medications prescribed by a doctor will be administered. The label on the prescribed medication must have the child's name on it. The date on the prescription must be current and the medication must not be expired. Medication will only be administered by staff holding a current first aid certificate.



Communicable Disease

Parents of children who have an identified communicable disease will be notified and asked to pick up their child. Parents must provide a medical clearance from a doctor or public health nurse upon their child's return to school. In the event of any medical outbreak, MECCS will follow health protocols issued by Capital Health and Alberta Education. The school will notify the local Health Center when a communicable disease is present.

Lice Our aim is prevention!

Due to the highly transferable nature of head lice the following is practice at MECCS:

- ◆ Children will be occasionally checked thoroughly for head lice
- ◆ Parents will be notified if children are found to have live nits or lice
- ◆ Notes will also be sent home to all families to inform parents that a class has been exposed to lice



Treatment

- ◆ Lice need to be treated with an appropriate medicated shampoo or 'vinegar and mineral oil'
- ◆ Hair needs to be combed and all nits need to be removed from the hair strands
- ◆ www.headlice.org is a great website to gather additional information and resources or you can contact your local health authority for treatment information

Lost and Found Items

Items that are lost or found can be turned in or looked for in the lost and found bin near the computer lab. Students are reminded to check the lost and found for any missing items. We will display the collection of lost items a few times a year, usually to coincide with family events at the school. Students assume the risk for bringing items to school, however they

should report all lost items to their teacher immediately. They are encouraged to leave items with monetary or sentimental value at home.

STUDENT RESPONSIBILITY

MECCS strives to be a Bully Free school. Profane language, crude or rude expressions or gestures, fighting, bullying of any sort, or any offensive conduct will NOT be tolerated. Students are expected to keep their hands to themselves.

MECCS imparts the 3R's as the focus of student conduct.

- ◆ Respect myself and others
- ◆ Respect property and the environment
- ◆ Responsible for my actions and words

In addition to the 3R's, a MECCS student shall conduct himself/herself so as to demonstrate the following conduct:

- ◆ Appropriate dress and language.
- ◆ Be diligent in pursuing his/her studies.
- ◆ Refrain from disrupting others in their learning.
- ◆ Model the values of the Seven Sacred Teachings.

Drug & Alcohol-Free Environment

MECCS promotes a drug and alcohol-free environment. Any student, staff or visitor to MECCS under the influence of drugs or alcohol will be asked to leave. Parents will be contacted and asked to pick up their child and escort them off school premises. Student use of cigarettes and chewing tobacco is strictly prohibited and will result in suspension from school.

Cell Phones – Personalized Technology



Please LEAVE them at home! Cell phone service is limited and use of cell phones, iPads, or any personalized technology use is strictly prohibited during class time. Cell phones and other personal technology devices must be handed in at the beginning of the school day (they will be secured and returned at the end of the day) or left at home.

Personal technology can be a great tool for communication and learning, however here at MECCS we believe that access to these devices is best left for after instructional hours.

Appropriate Attire

To promote positive attitudes and appropriate school tone students are expected to dress in a reasonable manner that demonstrates respect, modesty and is appropriate in our school setting. The following are some examples of clothing **NOT** permitted at MECCS:

- Hoodies and hats (covering one's head while indoors)
- Any clothing that exposes midriff, backside or underwear
- Spaghetti straps, tube tops, crop tops, short shorts

- Clothing or accessories that promote the use of drugs, alcohol, violence, profanity or sexual permissiveness.

Footwear

ALL STUDENTS REQUIRE INDOOR SHOES. ONLY shoes that have non-marking soles may be worn in school and the gymnasium. All outdoor footwear must be removed at the door. NO outdoor footwear is allowed to be worn on the gym floor. For safety reasons, **students are required to wear proper footwear in the school at all times.**



To keep everyone's feet dry and model respect for one another, our school building and the custodian's work, **adults are encouraged to remove outdoor footwear as well.**

Outdoor Clothing

MECCS students spend much time outdoors throughout the year and are expected to wear appropriate seasonal clothing to protect them, especially during winter months. This is a safety concern, especially for children who ride the bus.



Winter
Snow pants, coats, boots,
neck warmer or scarf,
toques and mittens.
home)

Summer
Sun hat, light jacket,
close toed shoes
(Sunscreen should be applied at



Keepers of the School

The general appearance of a school reflects the behavior and attitude of its occupants and is the first thing visitors notice. MECCS' very large facility requires a shared investment in keeping it looking great. Students and families are asked to make the following guidelines part of their daily habit:



- ◆ Do your part.
- ◆ Place **all** garbage in trashcans both indoors and outdoors
- ◆ Place all juice boxes and drink containers in the recycle bins
- ◆ Ask for assistance if you need paper towel or a mop
- ◆ Keep food and drinks in designated areas
- ◆ Adhere to school rules and expectations (e.g.: Wearing only Indoor shoes inside the building)

Fire Drill & Lockdown

In preparation for the unexpected, the school conducts several fire drills throughout the year to familiarize students with emergency evacuation routines. All students and staff are expected to clear the building and proceed to the muster point. **MECCS' muster point is the**

arena area. Lockdown is a specific procedure that is practiced in the event a dangerous intruder was to enter the building. Please do not be alarmed, this is an additional safety measure that many schools are putting in place to ensure the students are protected to the best of our ability in all emergency events.

Appointments

We encourage families to book appointments after school hours or during school breaks. Students that need to leave the school for an appointment and expect to miss a class or the remainder of the day **MUST** sign out at the office. If students return from an appointment, they **MUST** sign in at the office. This is extremely important as it lets office staff to know if you are in the building in the case of an emergency.

Attendance & Punctuality

Please be respectful and be on time.

Much time, effort and expense is devoted to providing adequate time for instruction. Students are expected to maintain a monthly minimum 85% attendance. If students are frequently late for school or class, they miss out on essential instructional time. This also disrupts the program routine and interrupts the learning process. When tardiness or truancy becomes an issue and/or students learning is at risk; parents will be notified. The school, the student, and the parent(s) have a shared responsibility to address and correct the attendance problem.



PARENTS – PLEASE REPORT ALL ABSENCES, LATES, OR APPOINTMENTS TO THE OFFICE @ 780-702.7531.

Students with a monthly attendance average of 85% or higher are recognized in the monthly newsletter and those students who achieve a 100% attendance will be recognized at the year-end celebration.

Students are expected to be responsible for ALL missed work.

Homework

READ READ READ *The most important thing a student can do is **READ**.*

Many parents and teachers agree that developing the practice of doing homework in Elementary and Jr. High school is very important. Clearly, homework can be beneficial if the following steps are taken:

- Communicate with your child's teacher about expectations.
- Encourage your child to tell you about their daily learning.
- Encourage homework time.
 - o Students in grades 2 - 5 approximately 15 - 30 minutes per night
 - o Students in grades 6 - 9 approximately 30 - 60 minutes per night
- Create a quiet place limiting distractions.
- Show interest in what your child is doing and positively reinforce their efforts.

Student-Parent-School Responsibilities

Parents, please review the following with your child(ren):

STUDENTS:

1. I have the **RIGHT** to uninterrupted learning. I have the **RESPONSIBILITY** to arrive to class on time.
2. I have the **RIGHT** to learn and grow. I have the **RESPONSIBILITY** to be prepared for class, listen to instructions, work quietly, raise my hand if I have a concern, and to complete assignments. I will cooperate, participate and do the best that I can.
3. I have the **RIGHT** to hear and be heard. I have the **RESPONSIBILITY** to listen attentively when others are speaking.
4. I have the **RIGHT** to be respected as an individual. It is my **RESPONSIBILITY** to show respect and consideration for others and their ideas and to treat others as I would like to be treated.
5. I have the **RIGHT** to be safe. It is my **RESPONSIBILITY** to adhere to the rules of the school and my classroom, allowing others to be safe.
6. I have the **RIGHT** to privacy and to my own personal space. I have the **RESPONSIBILITY** to respect school property and the privacy of others.
7. I have the **RIGHT** to enjoy school. I have the **RESPONSIBILITY** to have a good attitude and to participate in a way that helps make our school a place where others can enjoy school too.

PARENTS WILL:

- ◆ Take an **active** interest in students' school experiences and support their schoolwork.
- ◆ Communicate with staff in a respectful and non-confrontational manner.
- ◆ Honor teaching and learning time helping students arrive to the busses and at school **on time**.
- ◆ Contact the school office if students are going to be absent or late.
- ◆ Keep all contact information up to date.
- ◆ Help students organize for success by establishing routines to ensure that materials, homework, home-school correspondence is read, completed and/or returned to school promptly.
- ◆ Review students' assignments, projects, homework, tests, etc.
- ◆ Make every reasonable effort to attend information sessions, events and parent-student-teacher conferences at the school.

SCHOOL STAFF WILL:

- ◆ Provide a safe, clean and positive teaching and learning environment.
- ◆ Provide students the opportunity to have a successful year.
- ◆ Model respect always.
- ◆ Inform parents regularly about school programs and how they can be of assistance.
- ◆ Respond to questions, concerns and/or ideas.
- ◆ Maintain consistent expectations for student behaviour.
- ◆ Strive to provide students with appropriate and challenging programming.
- ◆ Keep parents informed of student growth, development, and conduct.
- ◆ Communicate student growth in detail to parents three times per year.
- ◆ Ensure that every effort is made to accommodate and/or celebrate each unique student.

Unacceptable Behavior and Consequences

Students understand that the following behaviors are unacceptable at Mother Earth's Children's Charter School:

- ◆ Behaviours which put self and/or others at risk
- ◆ Defiance of rightful authority
- ◆ Disrespectful conduct
- ◆ Abusive/profane language or gestures
- ◆ Continuous disruptive behaviour
- ◆ Play fighting
- ◆ Misuse of technology
- ◆ Skipping class
- ◆ Vandalism of school or personal property
- ◆ Theft
- ◆ Use of tobacco products
- ◆ Use of drugs and/or alcohol

First-time offences will be dealt with at the school level, and may include restriction of privileges, restorative measures, sharing circle, or removal from class. Repeated or severe offences may result in either an in-school or out-of-school suspension, or expulsion.

For every incident staff will notify parents and the principal. A letter of notice will be completed and sent home for parents to review. Parents may be contacted by phone and/or may be invited to attend a sharing circle.

OTHER BEHAVIOUR EXPECTATIONS:

- ◆ Students are expected to remove their outside footwear upon entering the school building. Adults are encouraged to remove outside footwear as well. **“Walking our talks” models respect and fairness to the children.** Students, staff and parents are invited to coach one another in regard to this matter.
- ◆ Students are asked to remove their hats and hoods while inside the school.
- ◆ Students are asked to leave their outside footwear on the boot racks near their classrooms NOT in lockers. Inside shoes are kept in the classroom or in a locker if one has been assigned.
- ◆ Students are asked to carry their outside footwear to exit doors when leaving the building.
- ◆ Students arriving to the classroom after instruction has begun will be marked late.
- ◆ At recesses, lunch and after school staff will be in the hallways to assist students in getting outside quickly and safely.
- ◆ Students will be asked to go back and walk if they are running in the hallways.
- ◆ Students will be removed from class if their behaviour is interrupting the learning of others.
- ◆ Students are expected to remain in designated areas and within sight of a supervising staff member at recesses and breaks.
- ◆ Chewing gum is not permitted at school.
- ◆ If parents wish to make changes to their child(ren)'s bus assignments, they must do so either in writing, or by consulting with the school secretary and/or the Parent Liaison.