



ÉCOLE MOUNTVIEW SCHOOL

4331 - 34 Street
RED DEER, ALBERTA
T4N 0N9

2018/2019 PARENT/STUDENT HANDBOOK

Telephone 403-346-5765
Fax 403-346-5022
E-mail mv@rdpsd.ab.ca

MV Website: <http://mountview.rdpsd.ab.ca/>

Here you will find daily updates of our school information.

School Messenger: Text "Yes" or "Y" to 978338 to opt in to receive reminders of activities or deadlines coming up at the school.

Twitter: Follow us on Twitter [@ecomountview](https://twitter.com/ecomountview)

This will give you an opportunity to view activities and pictures of events throughout the school.

Facebook: Sign in to www.facebook.com/ecomountview

While you're on your own Facebook page, you can easily stay connected with Ecole Mountview

Instagram: Follow us on Instagram [@ecomountview](https://www.instagram.com/ecomountview)

MV App: Free App available for both iPhones and Android.

Mountview Messenger: Each Friday you will receive an email with an attachment advising what is happening at MV for the following week.

School Hours

Entry	8:15 am
Classes	8:25 am
Recess	9:55 to 10:10 am
Lunch	11:45 to 12:35 pm
Entry	12:35 pm
Classes	12:37 pm
Dismissal	2:50 pm

Kindergarten

⇒ AM classes

Entry	8:15 am
Dismissal	11:00 am

⇒ PM classes

Entry	12:05 pm
Dismissal	2:50 pm

Please note that the information contained in this handbook is accurate to the best of our knowledge. It is subject to the policies and procedures of the Board of Trustees and is also subject to change without prior notice. Readers are advised to consult with the school administration if they have questions regarding the contents of this handbook.

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MESSAGE TO PARENTS FROM THE SCHOOL ADMINISTRATION

Welcome to École Mountview School. We look forward to working with you in order to provide your child(ren) with the most positive and successful educational experience possible. Our school takes great pride in its excellent parental support, student enthusiasm, and staff dedication. Our school community is committed to providing a safe and supportive environment in which students can learn, grow, and develop to their full potential. You are always welcome at École Mountview School and we look forward to a productive working relationship.

DUAL-TRACK SCHOOL

Mountview is a dual-track school offering educational programs in English and in French Immersion. Our goal is to provide positive and challenging learning opportunities for students in each of the programs. At the same time, we strive to promote a strong sense of unity within our school. We are committed to the development of respect and tolerance for all diversity and specifically for the uniqueness of both English and French language and culture. We work closely with our students, their parents, our School Council and the community at large to provide a quality program in two languages.

This handbook is designed to provide you with information about the policies and procedures of the school. Please feel free to call or visit should you wish further information about Mountview.

**Principal
Diane Roberts**

**Vice-Principal
Lisa Peters**

PARENTS ARE PARTNERS

Attendance & Absences



Attendance is compulsory for all children at the elementary level. Regular and punctual attendance is a primary factor in school success and we expect children to be at school except when they are ill. If possible, medical and dental appointments should be scheduled during non-school hours. However, we would like to request that children who are ill remain at home. Children do not learn well when they are ill and they may spread their germs to others.

*****When your child is going to be absent or late, we ask you to **notify the school by telephone** at 403-346-5765 by leaving a message on our 24 hour voicemail, or by filling out the absence on our App. You may also let us know by sending a note to the teacher. The school office will attempt to contact you to let you know if your child has not arrived, if you haven't already notified us of an absence. This safety measure is important but very time consuming for office staff, so please be sure to notify us of absences.

Communication - School/Home



It is important that parents are well informed of events and activities that occur at the school. At Mountview, we strive to offer many options of communication to extend general school information to parents.

- **Classroom Newsletters**

Frequently individual teachers send home a classroom newsletter with information about what is being studied, events/activities within the classroom, request for volunteers etc. These may be in electronic format or paper copy.

- **Link Books/Agendas**

Children will bring home daily link books (called various things in different grades) each evening to keep parents informed by recording daily homework, on-going assignments, class activities, important class or school information and messages from the teacher. Parents are asked to review and sign the link book each evening and children are requested to return it to school daily. These are good communication tools between home and school; parents are invited to send messages or questions to the teacher through the link book/agenda.

- **Mountview's Website-** <http://mountview.rdpsd.ab.ca>

Please take the time to have a look at our website. It contains a wide variety of information for parents and students. Included on the website are the school calendar, staff list and information about our programs and French Immersion. The "Document" page contains the Parent/Student Handbook as well as information on bussing, supply lists and the School Education Plan. In addition, the website highlights special events, upcoming activities, extracurricular opportunities and student work. Another feature of our website is the "Community News link". Here you can find information about sporting and cultural events taking place in Red Deer. Check back often as the site is updated regularly.

- **School Messenger**

Parents may choose to opt in to receive short texts as reminders from School Messenger for upcoming school deadlines/events.

- These messages will come from the office and not from individual classrooms. You cannot reply to these messages as they are meant for information purposes only. If you would like to sign up, please text the message: **"Yes" or "Y" to 978338**. After you send the text, you will receive an automated confirmation message.

- **Twitter**

Follow us on Twitter @ ecolemountview

- **Instagram**

Follow us on Instagram @ ecolemountview

- **Facebook:** Sign in to www.facebook.com/ecolemountview
While you're on your own Facebook page, you can easily stay connected with École Mountview
- **MV App:** Free App available for both iphones and androids
- **Mountview Messenger:** each Friday you will receive an email with an attachment advising what is happening at MV for the following week

Reporting Student Progress & Report Cards

The school year is divided into four reporting periods:

- | | |
|----------------|---|
| 1. October | Parent Intake Conference and Teacher Oral Progress Report |
| 2. December | Written Report & Conference |
| 3. March | Written Report & Conference |
| 4. End of June | Written Report |

Students in Grades 1-5 receive a report card which you can access by logging into your Parent Portal in PowerSchool. Frequent informal communication between home and school is encouraged through phone calls, e-mail, visits and the link book or agenda. Oral progress reports are provided by the teachers to parents of kindergarten children in October, December and March. A written report card is provided in June.



Parent/Student Communication During the Day

Students needing to call during the day may use classroom or office phones with permission. We do request that special arrangements for noon or after school plans including play dates or pick up details are made prior to leaving for school in the morning. This will prevent classroom learning time from being interrupted in order to deliver messages during the day. If students have personal cell phones, we ask that they remain off and out of sight during the school day; there are lots of phones here at school. We know from experience that teaching and learning is disrupted by phone calls and games on the phones. In addition, photos taken by cell phones can, and often do, end up on the internet.

Homework



Homework may be assigned by teachers to help meet specific needs of learners, build responsibility, self-discipline and good study habits. Homework provides the continuity of learning by encouraging the child to view both home and school as learning environments and, when necessary, to complete class work.

Parents can help children extend or enrich their learning by:

- ❖ setting aside a regular time for homework
- ❖ providing a quiet place for study
- ❖ identifying a regular routine for homework
- ❖ giving support, encouragement, praise and assistance to their children's efforts
- ❖ learning as much as possible about the school program
- ❖ communicating closely with teachers
- ❖ making children accountable for completing assigned homework tasks

The amount of homework per night varies among grade levels and programs. Guidelines for the frequency and duration of homework are:

Division 1 (Grades 1-3)

Homework at this level will primarily involve reading, writing, and talking with parents or practicing drills where required (e.g. spelling, math). An average of 15 minutes of work per school night is typical.

Division 2 (Grades 4 and 5)

At this level, homework may include finishing assignments, studying, working on projects or regular reading. An average of 30 minutes per school night is typical.

Illness/Accident During School



The school staff will treat minor injuries and ailments, but cannot administer medication unless a special authorization form has been completed and co-signed by the doctor. In the event of sudden, more serious illness or injury, parents will be contacted. Please ensure the school has the following **current** information at all times: address, home phone number, parent work numbers, alternate contact, Alberta Health Care number and allergies or other medical conditions.

It is **IMPERATIVE** that an alternate phone number be made available in the event that the school office is unable to locate either parent. Should a child require immediate medical attention, the school will have the child taken to the hospital and parents will be notified as soon as possible.

Lunch Program



Students will be supervised during eating time and at recess by school staff.

Milk Program



The Milk Program that is provided at École Mountview School encourages children to develop the healthy habit of drinking milk every day. It is organized and run by a parent volunteer.

We offer both white and chocolate milk with the option for daily purchases or the opportunity to prepay with the purchase of “milk tokens”. These tokens are used in place of money to alleviate the possibility of the student’s money becoming “lost” prior to the exchange at the lunch hour.

This program is not a fundraiser however, there may be times that money does accumulate throughout the year and it is designated to be spent on health activities for the students.

School Council / Parents For Mountview

The École Mountview School Council is an association of parents, teachers, the school administration and community representatives who work together to promote the well-being and effectiveness of the entire school community. All parents with children attending Mountview are invited to participate in the activities of the School Council. Meetings last 1 to 2 hours and provide an excellent opportunity to meet other parents, to stay informed and, most importantly, to provide input into school policies and procedures. Parents are welcome to bring their children to school council meetings; child-minding will be available.

Meeting dates are in the weekly Mountview Messenger and posted on the website. The agenda is available online a few days prior on our website. Parents for Mountview, which runs parallel with the School Council, raises funds to support special projects in the school.

Volunteers

We are pleased to have many parents join us as volunteers each year. If you would like to become more involved in our school program, please contact your child's teacher or the office. Parents are welcome to volunteer in the classroom, the office, the library, on field trips and on the School Council, assisting with a variety of school activities or preparing materials at home. Your support is appreciated by both students and staff.

Please be advised that it is the **policy of Red Deer Public Schools** that all volunteers in schools (including parents) need to provide us with an **RCMP check and two community references**. We have detailed information here at the school as well as the forms for the RCMP and the references. If you are considering volunteering, please contact us to get the package or download the form from the website. If you present the school letter when obtaining the RCMP check, there is a \$5 fee; otherwise it is \$75.

“There can be no more powerful an argument in favour of parental involvement in their children’s schooling than the fact that it is strongly and positively associated with children’s achievement in school and attitude toward learning !!” Suzanne Ziegler

Volunteers will...

- contribute to the positive, productive atmosphere of the school.
- treat all children with dignity and respect.
- respect personal boundaries of children.
- treat each other and school staff with dignity and respect.
- maintain confidentiality about children, staff and occurrences at school.

How can you help?

- | | |
|---|---|
| - Listen to children read | - Gather resource materials |
| - Conduct flashcard or other drills | - Help on field trips |
| - Provide individual help | - Help with School Council hot lunch, fundraisers, Etc. |
| - Set up or assist in learning centres | - Shelve books in the library |
| - Run photocopies | - And many more... |
| - Make or play instructional games | |
| - Drill spelling or vocabulary words | |
| - Prepare or assist with visual materials | |
| - Make bulletin boards | |

A SAFE AND CARING SCHOOL



The Yeti Code of Conduct

This is a welcoming, caring, respectful and safe learning environment where students, staff and parents treat each other fairly and kindly.

We teach our students to be Yetis who are:

- Respectful
- Responsible
- Resilient

As an adult visiting our building, thank you for helping us to model these values.

School-Wide Positive Interventions and Supports at École Mountview

At École Mountview, we value educating the whole child and helping our students become well-rounded, caring, respectful, responsible, and resilient individuals who contribute to society in positive ways. With this in mind, we have a school-wide system of Positive Interventions and Supports (PBIS). The goal of PBIS is to establish learning environments that support the positive behavior of students through proactive instruction, routines, incentives, classroom management and intervention policies. PBIS involves the entire school population in promoting and rewarding positive behaviors. Through data analysis, planning takes place to help prevent negative or risky behaviors, in order to create a safe, supportive learning environment.

Behavior Expectations

We 'R' Yeti (the Mountview Mottos):

We are respectful.

We are responsible.

We are resilient.

These positive behavior expectations will be taught and reinforced through:

1. Proactive Instruction / Reinforcement of Expectations

Behavior is learned. Thus we provide lessons to teach behavioral expectations, as well as effective strategies students can use to achieve positive and safe behaviors. Children learn how to meet these behavior expectations in all settings encountered every day in school such as the classroom, library, gymnasium, hallway, bathroom, and playground. These expectations are displayed in a matrix, and are posted in the school. Expectations are taught using a range of strategies that include modeling, practice and role playing. Videos, guest speakers, and social stories are also incorporated into lessons to reinforce desired behavior.

When students are not following school expectations, staff will re-teach the desired behaviour by referring to the matrix and using examples. When consequences for inappropriate behaviour are warranted, logical and fair consequences will be applied

Examples:

- if you make a mess, clean it up
- if you hurt someone, make it right with them through apology or other restorative means

2. Recognition of Positive Behaviors

Students' use of positive behavior is regularly recognized and promoted through the use of Bravo tickets which are given to students "caught" being respectful, responsible, and/or resilient.

A monthly draw for pizza with the Principal is made from these slips as well as other prize draws throughout the month. As these are universal character traits which are important not only in school, you may also choose to reinforce them in your conversations with your child/children at home.

If you have any questions about PBIS, please direct them to the Principal, Mrs. Diane Roberts.

BICYCLES, SKATE BOARDS, IN LINE SKATES, AND “HEELIES”

If a student rides a bicycle to school, he/she needs to have a lock to secure the bicycle in the bike racks. A bicycle helmet is mandatory. Upon arrival at school, students will dismount from their bicycles, walk them across the crosswalks, and walk them directly to the racks. Students may not return to the rack area until it is time to go home for lunch, or to go home after school.

Similarly, if children are using skateboards, scooters or “heelies” to travel to school, they are asked to walk these across the street and while on school property. Children may carry these to their classrooms for storage during the day provided there is adequate space in the classroom. Children **MUST** remove in-line skates at the school door and carry them to their classrooms for storage.

As we do not have a proper paved area that is big enough for students to ride on with their scooters, skateboards or rollerblades on school property, all wheeled items will not be allowed to be used during recesses.

Helmets should be worn for all “wheeled” transportation.

Contraband Items

Contraband items such as, but not limited to the following, are not permitted at school: matches, lighters, tobacco products, laser pointers, weapons (knives, martial arts equipment, toy guns or any other “guns”), drug or alcohol paraphernalia, incendiary devices (e.g. fire crackers) or any other potentially dangerous or socially unacceptable items.

Extra-Curricular Activities



Mountview staff strongly believes in the value of outdoor exercise and unstructured playtime for students, but during the year, some extracurricular activities and clubs may be planned. These learning opportunities vary according to the interests of students or expertise of staff. They normally run November to March. Some possibilities: choir, drama, cross-country skiing, basketball, running club, skating, gardening, yoga and intramurals.

Fragrance Aware



We have a few students and staff members who are sensitive to strong fragrances (perfume, air fresheners). We are trying, as a school to become more “fragrance aware”. Our staff is being asked to reduce or refrain from the use of strong fragrances, and as much as possible, we extend the same request to parents for themselves and their children.

Nut Aware



Due to severe student allergies, parents are asked to refrain from sending nuts, peanut butter and other products containing nuts to school.



School Supplies

The school provides scribblers for students. The list of other school supplies needed by your child is posted on our website. The entire list can be ordered through SchoolStart, or parents are welcome to purchase the items on the list on their own.

Student Clothing & Footwear



Shoes - In order to maintain the cleanliness of the school, we ask that students have one pair of shoes strictly for indoor use. Runners are quite suitable and can also be used for gym. For hygiene and safety reasons, we ask that children wear shoes at all times in the building. In the event of an emergency evacuation, children will not have time to stop and put on shoes.

Gym Clothing - Children are expected to wear runners with non-marking soles for physical education.
- Grade 4 & 5 children are encouraged to change into shorts and a different shirt for PE.



Outdoor Clothing - Please ensure that your child is dressed appropriately for playing outdoors at recess and noon. Children are expected to go outside at recess breaks except in cases of extreme weather (below -20°C or pouring rain). Warm clothing is needed in the winter and rain gear is needed in spring and fall.

Items of clothing should be marked with the child's names or initials to ensure that, if lost, the correct owner can be found. Students and parents are encouraged to make periodic checks of the Lost and Found. Unclaimed items will be forwarded regularly to a charity. This occurs typically at Christmas, Spring Break and at the end of June.

Dress Code - Clothing that is offensive to others or which contains words, slogans or pictures not in keeping with positive values for children at school is not permitted. Children will be asked to change, cover up or put the shirt on inside out if the shirt is deemed unacceptable. As a general rule, we ask that parents assist in keeping school a place of work/learning by not sending children to school in clothing that is skimpy or revealing (ex. bathing suits, midriff shirts, very short shorts/skirts etc.). We ask that students please refrain from wearing makeup at school. Mountview School is a no hat facility; children are asked to respect the learning atmosphere of the school by removing hats and hoods in the building.

Student Drop Off and Pick Up

Parking is extremely limited around our school and there is a tremendous amount of vehicular traffic. While most parents are very courteous and drive slowly, the sheer volume of traffic raises concerns for the safety of our children.

There is only one street (**34 St.**) immediately adjacent to the school grounds. Obviously, not all parents who are dropping off or picking up students can park (or even find a place to stop) immediately in front of the school.

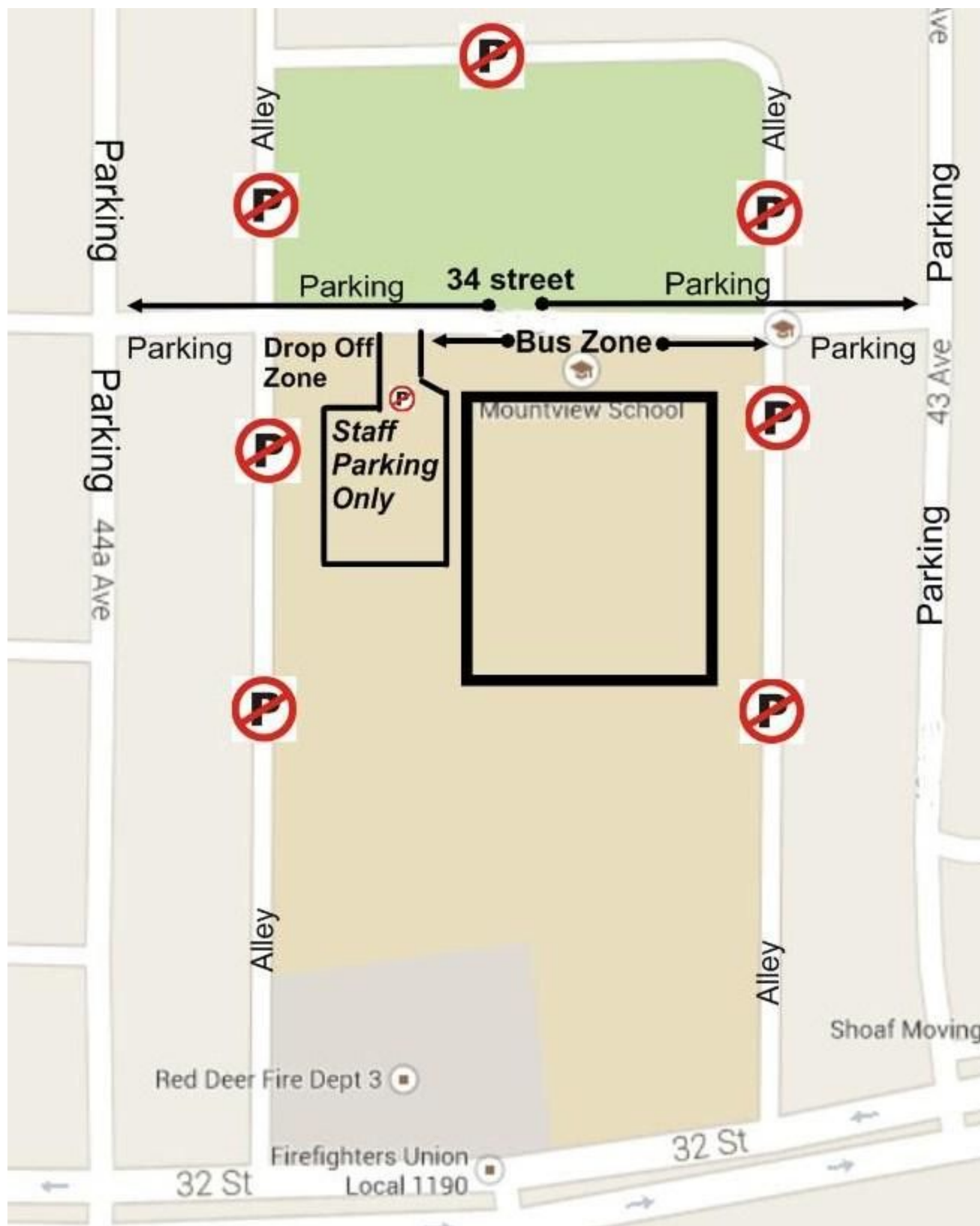
Therefore, if you have an older child, you are asked to establish a standard drop off and pick up place on one of the close side streets. Older children can certainly walk a half a block to school in the morning or to meet their rides after school.

Even if you have a younger child, parking a two or three minute walk away can be a great time to talk to and connect with your child as you walk together!!

Your cooperation is requested for the safety of all children:

- ❖ Please **DO NOT** stop in the middle of the street and ask your child to walk out onto the road to get into the car. This creates traffic jams and teaches children extremely unsafe habits!
- ❖ Please note that it is not allowed (by City of Red Deer bylaw) to park (even if you stay in your vehicle) or stop (even just to pick up/drop off the kids) on the school field or in the lanes adjacent to the field. Parents continue to receive tickets from the RCMP and/or City Bylaw officers when this occurs. However, we have been informed by the RCMP that parents may stop briefly in the alleyways north of 34 street east and west of the field. The driver must stay in the vehicle and the lane must not be blocked. There is no parking in those alleys or on the field and vehicles may be ticketed or towed.
- ❖ **DO NOT** enter the staff parking lot to pick up/drop off children. That area has a high volume of children and is full of staff vehicles so parents are requested to **NOT** enter the parking lot during pick up and drop off times.
- ❖ Please use the “**drop off and pick up zone**” for just that. It is expected that cars will stop only for the time it takes for children to actually exit or enter the vehicle then will pull away allowing others to pull in.

**With the cooperation and attention of all, we can make
children’s safety the primary consideration!**



Student Leadership

All students participate in our Leadership program. Younger children have leadership opportunities primarily in the classroom. Grade four and five students have school wide opportunities to develop leadership skills and contribute to our school community. Some leadership opportunities are: Recyclers, Library Assistants, Morning Announcers/Astounding Announcers, Noon Office Assistants, Safety Patrols, Intramural Team and Assembly Setup Crew.

AMA School Safety Patrols

The School Safety Patrol Team is sponsored by the Alberta Motor Association and is under the direction of the principal. Members of the school patrol assist students in crossing at the crosswalk in front of the school. Patrollers are scheduled before school, morning recess and at dismissal. Serving on the school patrol team is an honor and privilege. Being a patrol member demands a commitment of responsibility, punctuality and trustworthiness.

Supervision

Playground



School staff will supervise the playground prior to the school start beginning at 8:10am, at recess and during the lunch break. We strongly request that you send your child to school only during scheduled supervision times. Problems can occur when children arrive too early and are left unsupervised on the playground. Children are expected to remain on the school grounds throughout the day.

Outdoor recess and noon

Students are expected to go outside for fresh air and exercise at recess and at noon. This helps the children to focus during class time. Administrators decide on a daily basis if it is too wet or too cold to be outdoors. In general, if the temperature falls below -20°C or if it is raining heavily, children will remain indoors. Even if weather is somewhat inclement, the short time outside does not hurt the students if they are properly dressed. We ask that you make sure students have the required clothing and footwear to allow them to enjoy their time outside.

As a general rule, we believe that if children are well enough to come to school, they are expected to have an outdoor break with their classmates. Children who are too ill to go outside are often too ill to be at school. They do not learn well and provide a possible source of infection for other children. We encourage these students to stay home as they will probably recuperate faster.

If a student has a condition requiring that he/she remains indoors at recess, or cannot participate in Physical Education class, a note from home is required.

Technical Items

We believe children need the opportunity to play and socialize at recess time rather than sitting alone playing a tech game. We also know from experience that teaching and learning are disrupted when these toys appear in the classroom. Children (and parents) can be very upset if these expensive items are lost, broken or stolen. In addition, photos taken by digital cameras or camera phones can, and too often do, unfortunately, end up somewhere on the internet. As a result, we ask for your understanding and cooperation.

- ❖ If parents allow "tech" items to be brought to school, the school cannot be responsible if they are lost, stolen or broken.
- ❖ Cell phones must stay in the child's backpack throughout the day with the sound off if they are brought to school. If the child needs to phone a parent, the office or classroom phone can be used.
- ❖ Tech items must stay in backpacks throughout the day unless permitted by the teacher for a specific purpose. A staff member may confiscate an item if it is causing a disruption. The item will be returned at the end of the day.

On occasion, a teacher may request/allow specific tech items be brought to school for a learning activity (i.e. digital cameras for a photo essay). Once again, we will ask children to keep these tech items stored away except during the specific learning activity.

PROGRAMS

Learning Commons/Makerspace

The Mountview Learning Commons and Makerspace function as an integral part of the total educational program in English and in French. Students are encouraged to use the library through regular book exchanges for recreational and informational reading. Parents are also welcome to use this space with their children. In addition to library books, we have a variety of educational, creativity-inspiring activities to engage students in problem-solving, collaboration and innovation.

Meeting Student Needs

At Mountview there are a number of ways that students are provided assistance in their learning:

- ❖ Within the regular classroom, the teacher develops a learning profile for each child and then, when possible, provides choice and guidance within the learning activities to meet the needs and preferences of the children as learners.
- ❖ In some cases, there are Educational Assistants who work with a class. They provide support for individual students as well as for the group.
- ❖ In some classes, an extra teacher is assigned for part of the day. In some cases that teacher works within the classroom or takes individuals or small groups out of the room for targeted assistance. In other situations, the regular homeroom teacher works with the small groups, while the other teacher works with the rest of the class.
- ❖ Yet another method of assistance is when the Learning Assistance Teacher takes children from several classes for small group work targeting their similar learning needs.
- ❖ The Learning Assistance Teacher provides support to other staff in the area of meeting individual needs and works directly with some children.

School Age Program

The After School Program is run by Red Deer Child Care Society and is licensed to provide before and after school care for 42 children. Hours of operation are 6:45 a.m. to 8:25 a.m. and 3:00 p.m. to 6:00 p.m. A Kindercare program is also available which provides morning care for students who attend afternoon Kindergarten and afternoon care for students who attend the morning class. The staff of Red Deer Child Care escorts these children to and from Kindergarten. Fees are assessed on an income basis. Anyone requiring information regarding the program can call 403-347-7973.

