

Mills Haven elementary



Student Handbook

73 Main Blvd Sherwood Park, Alberta

T8A 0R1

Telephone: 780-467-5556

Fax: 780-467-3437

www.millshaven.ca

Mission Statement

Mills Haven School, through the collaboration of staff, parents and students, provides a safe, positive environment for students as they grow academically, emotionally and socially.

Philosophy

Children learn best when they:

- feel safe, heard, and cared for
- experience routines, but are confident to experiment with appropriate risk-taking
- are engaged, mindful problem solvers and critical thinkers
- work in a collaborative environment where all opinions are considered
- cooperate and respect each other
- understand expectations
- find meaning and worth in the work they do
- understand the importance of people working towards the common good of the school and community
- consider themselves lifelong learners, while developing new learning strategies and techniques that best suit their individual needs
- know how they learn best while having a variety of different learning experiences
- have goals, aspirations and an awareness that perseverance can help them achieve

Hours of Operation and Bell Schedule

Office Hours are Monday to Friday 8:00 am to 4:00 pm. Supervision outside begins at 8:20. Students may enter the building at 8:30 AM in their designated entrance. On the first Wednesday of each month students will be dismissed at 2:13 p.m. for staff meetings. Please refer to the [Bell schedule on our website](#) for Schedules A and B, and which classes are assigned to each schedule.

Attendance

Continuous attendance by all students is essential for learning to occur. While recognizing that absences due to illness are often unavoidable, parents are encouraged to schedule medical, dental, or other such appointments outside of regular instructional hours whenever possible.

The homeroom teacher and the school secretary monitor daily attendance. Parents are asked to provide information regarding absences as soon as possible. Parents may call the school (780-467-5556), write notes in agendas, send notes to school or call our 24-hour answering machine with the details, or email general.mhv@eips.ca . Please include the child's name, grade, teacher and length of absence.

When no prior notice has been received, the school secretary emails home to verify a child's absence with the parents.

Students who arrive late are asked to check in at the office so both the secretary and the teacher know they have arrived.

Family holidays, which extend beyond regular holiday dates, should be undertaken with the understanding that the student (and parent) is ultimately responsible for missed instruction.

Administering Medication to Students

If a parent wishes the school to administer medicine to a student, a [Consent Form](#) must be completed giving full instructions as to the procedure to be followed. Medication should not be kept in backpacks. Parents of students requiring Epi-pens and/or inhalers need to file a form with the office which includes details. Epi-pens and/or inhalers are kept with the student and/or in the classroom depending on specific protocols requested by parents. **Teachers do not administer medication.**

Student use of Personal Communication Devices

Student cell phones and/or handheld electronic devices must be shut off during the school day and kept in the student's school bag. Bluetooth setting on Smart Watches must be turned off. Teachers may organize curricular activities involving the use of student devices in which case students and parents will be informed. All communications with children should go through the school office. The school is not responsible for any broken/lost/stolen devices.

Parent Communication & Updates

Every Monday morning, the Raven Review will be emailed to parents. The Raven Review includes important reminders for parents and upcoming important dates at Mills Haven.

Mills Haven School and Elk Island Public Schools uses School Messenger as one way of sharing information directly with our families by phone and email. Messages may include bus cancellations or delays, inclement weather, upcoming events, last-minute cancellations, parental engagement opportunities, emergency notices, and more.

To ensure that we continue to comply with federal anti-spam legislation, parents/guardians are required to subscribe in order to receive routine emails from schools and the Division.

Please note: Those who are not subscribed risk missing important information on activities and projects including school-based events, fundraising activities, musical or theatre productions, school photos, graduations, dances, etc.

Regardless of whether you subscribe or not, you will continue to receive emergency messages, and information about the online posting of school fees.

Noon Hour Supervision

All students who stay for lunch, *even those who stay occasionally*, are required to pay for their supervision. This fee will be added to the child's parent portal fees. The lunch supervision program is operated on a break-even basis. Supervisors are employed to supervise children throughout the lunch hour. Eating lunch at school is a privilege. Please encourage your child to use his or her best lunchroom manners.

Curriculum and Program Information

Alberta Education sets the curriculum for students. They have produced and updated curriculum brochures for parents for students in grades one through nine. Visit the website at <https://www.learnalberta.ca/content/mychildslearning/>.

Educational Program

Field Trips – Grade 1-6 students may have up to three field trips per year. Advance notice will be sent home and permission forms must be signed and returned to the teacher. A fee may be assessed for transportation and/or for admission. Parents may be asked to help with supervision or as chaperones. School rules regarding conduct and dress apply.

Library – Each class has one regularly scheduled library period per week. More library visits occur depending upon assigned class projects. Students are permitted to sign out three books at a time for a one-week period. Fees may be charged for lost books.

Student Achievement

Assessment is the process of collecting and communicating information about student achievement. In essence, assessment informs students, teachers, and parents about what students have learned and how well they have learned it. Teachers regularly gather information about students' learning through a variety of assessment tools. These tools can include conversations, observations, the submission of student work, and tests or quizzes. Through these feedback opportunities, teachers determine students' areas of strength, and the areas in which students may need more time or practice. All of these opportunities allow teachers to give parents and guardians a clear and accurate picture of student achievement and growth.

Assessment is based on the knowledge and skill areas outlined in the Alberta Programs of Study or a student's Instructional Support Plan (ISP). Teachers do not use a child's behavior, effort, or work habits to determine grades or marks unless otherwise stated in the Alberta Program of Studies.

Students have a responsibility for their own learning and are expected to:

- attend school every day and be on time.
- complete assignments, projects, and tasks to the best of their ability.
- participate in activities that celebrate learning.
- consistently demonstrate their learning; and
- to revise or redo assessments to demonstrate their learning.

Teachers will help students succeed by:

- providing appropriate programming for each student.
- clearly explaining what is expected of each student and how student work will be assessed and reported.
- ensuring students have multiple opportunities and ways to demonstrate their learning.
- giving students the opportunity to redo/complete missed assessments and activities.
- keeping detailed, accurate information describing student successes and challenges.
- providing timely and ongoing communication with parents/guardians, students, and school administration.

Parents and guardians can support a student's learning by:

- working in partnership with school staff.
- providing time and a place for children to practice and complete assigned work at home.
- ensuring regular school attendance.
- staying informed about school events and keeping in touch with school staff.
- regularly accessing student assessment information via PowerSchool; and
- attending Parent-Teacher-Student conferences/interviews.

For more information, please click <https://www.millshaven.ca/> to read our *Guide to Reporting Student Achievement*.

Individualized Student Plan (ISP)

An ISP is a program that is modified to address the student's specific learning needs in a particular subject area. ISPs are initiated by the teacher and administration and begin once consultation with the child's parents has occurred. ISPs take on many different forms and may involve adapting the current curriculum, modifying the current curriculum, or having additional supports in place to support the student.

School Council

Under the Education Act of Alberta, the School Council exists to liaise between parents and school administration, providing a forum to discuss ideas, concerns, and questions, and offer feedback on matters associated with MHV. The contribution of this group of parent volunteers is invaluable to the health and success of our school community.

Lost and Found

Please mark all your child's materials and clothing clearly so that they may be claimed if lost or misplaced. Three times a year, during Student-Parent-Teacher Interviews and at the end of June, lost and found materials will be set up outside the Music Room.

Extra Set of Clothes

Seasonal changes are messy and sometimes accidents happen! All students should have an extra pair of pants and socks in their school bag.

Student Dress Code

School is the students' place of work and they are expected to dress accordingly. Clothing must be appropriate for a school setting, including weather conditions. Clothing should be in good taste which includes: T-Shirts and pants that cover the midriff, and shirts with appropriate sayings or logos. If a staff member determines that a student is dressed inappropriately, they will have a conversation with the student, and possibly discuss with parents as well. Students will be asked to find more suitable clothing. Students who wear hats are asked to remove them when they enter the building, except for special events or theme days.

Students are required to wear footwear at all times. This is necessary to promote good hygiene and to be prepared in case of any emergency evacuation of the school which could occur at any time. Please provide both indoor and outdoor footwear. Students require inside (running) shoes that will not mark the floor (some black soles are a problem) for their gym classes.

Outdoor shoes or boots are to be removed in the entryway and placed on the shelves in the assigned locations for each class.

Illness and Accident at School

If a child becomes ill at school, parents are contacted to take the child home. If parents are unavailable, the school will phone the emergency contact person to take the child from school. If neither the parents nor the emergency contact person can be reached, the child will remain in the infirmary.

When minor accidents occur that do not appear to require medical attention, parents may be contacted by phone to make them aware of the incident. If the accident appears more serious, the parents are contacted and requested to come to the school, and it is then their responsibility to seek medical attention. If parents are unable to be reached, a member of the administration team will arrange for medical assistance as deemed necessary. **Please notify the school immediately if there are any changes in medications as well as contact information, including home, work and emergency numbers.**

Nut Aware Policy

MHV is a nut aware environment. Nuts can cause SEVERE, LIFE-THREATENING reactions in people. For Lunch/Snacks during the day:

- Do NOT include food items which contain nuts or sesame seeds.
- Do NOT include food items which you know were prepared in peanut oil or sesame oil.

Student Expectations

Good behavior and good choices are always important wherever you are. Throughout the year at Mills Haven, staff and students focus on character development. Values will be reinforced in a variety of ways such as classroom discussions, newsletters, special events, assemblies and daily announcements.

The purpose of our student expectations is to help students develop a positive self-concept and nurture social skills that enhance their relationships as they work and play. The development of positive student behavior is a shared responsibility between students, staff and parents. Student achievement is enhanced as we work together to create a safe and caring learning environment.

Mills Haven Student Expectations reflects [Administrative Procedure 311](#) [Administrative Procedure 350](#).

Students, staff and parents demonstrate positive behaviours by respecting the following **expectations and responsibilities**:

School Rules/Expectations:

- No body contact - NBC
- Respect yourself, others and the school

5 Step Problem Solving Process:

1. Ignore
2. Walk Away
3. Ask the person to stop
4. Tell Someone (supervisor, your teacher)
5. Go to the Office

Lunch Rules:

1. Stay Seated
2. Ask for help
3. Clean Up
4. We don't throw anything
5. The bell does not dismiss you.

Not following Classroom Expectations?

1. Verbal Warning
2. Written Warning – name on the board
3. Move to another class
4. Sent to the office

Elk Island Public Schools Suspension of Bus Service Due to Inclement Weather

EIPS Administrative Procedure 131: Inclement Weather forms the basis to suspend busing services as necessary when weather and/or road conditions constitute a potential hazard for students. Schools will remain open to students should school bus service be suspended for the day. For more information, please visit the [EIPS Website](#).

Bus Safety/Student Conduct Rules on Busses

Students are expected to follow all bus safety rules. For complete listing of rules and consequences please visit our [website](#).

Emergency Preparedness and Response

Our priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework, called Hour Zero, works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan use well established functional protocols and procedures that address a wide variety of incidents. Actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills are conducted, plus an additional two drills which may include any of the following: shelter in place, hold-and-secure or lock-down. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear in case a real emergency should occur.

During an emergency please do not come to the school to pick up your child unless requested to do so. Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation.

For more information on the school plan go to [Emergency Preparedness at MHV](#). For the division emergency preparedness plan visit the division website at www.eips.ca or contact the school principal.