



# 2023-2024

## *School Handbook*

*Please keep this handbook in a convenient place for future reference.*

# 2023-2024 School Calendar\*

\*Event dates are subject to change. Please refer to the [calendar on our school's website](#).

## ***August***

28	School Office opens
28-31	Staff Planning & Development days

## ***September***

1	Staff Planning & Development day
4	Labor Day – No School
5	First day of school
13	Mustang Kick-Off 4:30pm
14	Cross-Country - Blueberry
19	School Council Meeting 7pm
21	Cross-Country - Living Waters (@Jubilee Park)
28	Cross-Country - Entwistle
29	Orange Shirt Day
30	National Day for Truth & Reconciliation (No School)

## ***October***

6	Staff Planning & Development Day
9	Thanksgiving
10	World Mental Health Day
10-11	School Photos
12	Cross-Country - Meridian
17	School Council Meeting
16-20	School Bus Safety Week
19	Cross-Country - High Park
31	Halloween

## ***November***

1	Take Our Kids to Work Day (Grade 9)
9	School Photos Retake

10	End of Term 1
11	Remembrance Day (No School)
13-17	Fall Break
28	School Council Meeting

## ***December***

22	Staff Planning & Development Day
24	Christmas Eve
25	Christmas Day
26	Boxing Day
25 - Jan 5	Winter Break

## ***January***

1	New Year's Day
8	First Day of School After Winter Break
23	School Council Meeting
30	Staff Planning & Development Day
30	End of Semester 1

## ***February***

2	Groundhog Day
8-9	Teachers' Convention
14	Valentine's Day
16	Professional Development Day
17	Staff Planning & Development Day
19	Family Day - No school
20	School Council Meeting
28	Pink Shirt Day

## ***March***

13-17	Substitute Teachers & Casual Support Staff Appreciation Week
17	St. Patrick's Day
19	School Council Meeting

22	Professional Development
25-Apr 1	Spring Break

## ***April***

1	Easter Monday
7	Good Friday
9	Easter Sunday
10	Easter Monday
16	School Council Meeting
21-27	National Volunteer Week
TBA	Visual Arts Celebration

## ***May***

12	Mothers Day
15	Provincial Achievement Test
17	Professional Development Day
20	Victoria Day
21	School Council Meeting
24	Zone Track
31	Division Track

## ***June***

TBA	PSD Try-Me-Try-Athlon
4	Zone 5 Track
19	Provincial Achievement Test
20	Provincial Achievement Test
24-26	Provincial Achievement Tests
27	End of Semester 2- Last day of School
27	Canadian Multiculturalism Day
28	Staff Planning & Development Day



## Message From the Principal – Andy Fuñe

Hello!

To all our returning families we welcome you back. To all the families new to our school we welcome you and thank you for choosing our school. My name is Mr. Andy Fune and I am excited to say that I am the principal here at Muir Lake School.

I would like to take a moment to talk a little bit about our wonderful school. First of all, our students are the best students in the world. They are well behaved and are very respectful of others. The staff is passionate and committed to the overall well-being of each and every child.

I invite you as parents and guardians of our students to join us in providing the students of Muir Lake with the best education possible. We look forward to also working with our student's parents and guardians to enhance our school community.

Have a great year,

**Andy Fuñe**

## DIRECTORY

Mail Bag 500  
53422 SH 779  
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T7Z 1Y5

**Phone:** 780-963-3535

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### **Board of Trustees**

Dr. Lorraine Stewart (Chair)  
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### **Superintendent of Schools**

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#### **Associate Superintendent**

#### **Associate Superintendent**

Ms. Shauna Boyce  
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### **Muir Lake Staff**

#### **Administration**

Mr. Andy Fuñe - Principal

Mrs. Tracey Gilmour - Assistant Principal

#### **Teaching Staff**

Nature Kindergarten	Mrs. H. Matheson
Kindergarten	Ms. K. LeDressay
Gr. 1	Mrs. A. Priddle
Gr. 1	Mrs. M. Lee
Gr. 2	Ms. W. Douglas
Gr. 2	Mrs. K. Pollard
Gr. 2	Ms. S. Saunders
Gr. 3	Mr. T. Opatril
Gr. 3	Mr. B. Solomon
Gr. 3/4	Ms. M. Knowles
Gr. 4	Ms. D. Maser
Gr. 4	Mr. D. Sherington
Gr. 5	Mrs. S. Gadoury
Gr. 5	Mrs. E. Rich
Gr. 5/6	Mrs. J. Byrne
Gr. 6	Mrs. K. Arnold
Gr. 6	Ms. D. Wayken
Gr. 7	Mrs. C. Pugh
Gr. 7	Ms. A. Garrison
Gr. 7	Ms. C. Hong
Gr. 8/9	Mr. C. Brown
Gr. 9	Mr. D. Shaw

Physical Education	Mr. Laevens
Music	Mr. Theberge
Library	Mrs. K. Schram
Counselor	Mrs. S. Shabnam
Nature Enrichment	Mrs. J. Lindemulder

#### **Secretarial**

Mrs. J. Marcinew  
Mrs. C. Ellert

#### **Custodial**

Mrs. D. Peden  
Mr. A. Rodriguez

## **Our Vision**

### **WHERE WE ARE GOING**

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

## **Our Mission**

### **HOW WE WILL GET THERE**

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

## **Our Values**

### **WHAT GUIDES US**

Learning opportunities that are purposeful, essential, relevant, authentic and responsive;  
Excellence in achievement;  
Trustworthy, respectful relationships; and,  
Resilience with self-awareness.

## **Our Ultimate Goal**

### **THE REWARD FOR GETTING THERE**

Student success and well-being





## STUDENT SUCCESS

Three kinds of qualities are needed for children to survive and thrive in a democratic society.

1. Children should be confident in themselves and willing to try even though they may not succeed at first. Parent support allows children to take risks and grow.
2. Responsibility allows students to make decisions and accept responsibility for the consequences of those decisions. By doing so they prepare themselves for later life.
3. Cooperation is the third essential quality we want our children to develop. The relationship between children and teachers is ideally one of cooperation.

## THE CLASSROOM ENVIRONMENT

The classroom is the core of our educational process.

1. It is our commitment that students will succeed in learning to the best of their potential.
2. That students will begin to view education as a life-long learning process.
3. That the classroom will have a safe, trusting, supportive, cooperative and friendly environment.
4. That all students attend **all classes regularly and on time every day.**

## THE TEACHER AS A FACILITATOR

The teacher is the key facilitator in the child's educational life.

1. Teach our students in an interesting manner using various teaching strategies.
2. Have a positive learning environment including:
  - a. Reasonably quiet and comfortable places to work.
  - b. Contemporary curriculum materials.
  - c. A reasonable amount of individual attention and instruction.
  - d. Explanations and reasons for grading, assignments, behavior requirements and consequences, and other actions affecting student learning and growth.
  - e. Systematic instruction techniques.
  - f. A clean, attractive and functional school plant.
  - g. Are readily accessible to students outside of class.
3. Motivate our students to learn to the best of their ability and achievement level, and be evaluated accordingly.
4. Show care, concern, support and respect for our students.

## SCHOOL DAY

7:45-8:00 AM	<b>Doors Open/Warning Bell</b>
Block 1	8:10 - 9:10
Block 2	9:10 - 10:10
Recess	10:10 - 10:30
Block 3	10:30 - 11:30
Lunch a	11:30 - 12:00
Lunch b	12:00 - 12:30
Transition / HR Attendance	12:30 - 12:35
Block 4	12:35 - 1:35
Block 5	1:35 - 2:35

### Monday - Friday

## LUNCH AT SCHOOL

Students are supervised free of charge during their lunch hour. Students must behave in an appropriate manner or the privilege to stay at school may be lost.

**NOTE:** If children do bring their lunch to school they should plan to spend the entire day at school. They cannot leave the school grounds without the permission of school authorities, and this will be given only with written permission from the parent or guardian

## Fee Schedule

## STUDENT INFORMATION

### FEE SCHEDULE 2023-2024

Please See the Muir Lake School Website for up to date information regarding our Fees.

<https://www.psd.ca/download/417747>

<https://murlake.psd.ca/download/416717>

## STUDENT WITHDRAWAL

If a family is moving, the school should receive notice of withdrawal at least two school days before that student's last day of attendance. With reasonable notice, the teacher can prepare a report and obtain information for the transfer slip. Please be sure that all school property, such as textbooks, is returned so that transfers can be processed quickly.

## LOST AND FOUND

All "Lost and Found" articles are placed in the "Lost and Found" shelf by the gym. Clothing and miscellaneous articles are to be delivered and recovered there. It is strongly recommended that mittens, runners, caps, and boots be labeled for identification purposes.

Skateboards, Rollerblades and running shoes with heel rollers are not to be used on school property.

### **SAFETY GUIDELINES FOR ALBERTA SCHOOLS - Helmets**

The law requires all students to wear bike helmets. The Safety Guidelines for Alberta Schools indicate that all students should wear helmets while skateboarding and rollerblading etc. If students are cycling, skateboarding, rollerblading etc. they must wear a helmet.

### **ILLNESS**

Any child suffering from illness should be at home. In the event a child becomes ill at school, every effort will be made to contact the parents or family, who in turn should be available to come take the student home. If your child has a condition which might require emergency treatment, such as diabetes, epilepsy, severe allergies, please be sure that the school is aware of this. Please phone the school when the child is ill so we can account for their whereabouts.

If information on the student registration form changes during the year please advise the school so we may update our records.

### **STUDENT TELEPHONE AND CELL PHONES**

The student telephone, provided by the School Council, located by the front office, is available to students to call home when they are ill, have emergencies, or must stay after school to finish work.

Students who have cell phones at school are required to shut them off during school hours. Cell phone use is not permitted during school hours without staff supervision.

### **MEDICATIONS**

If students require medications to be given at school, additional forms must be completed. Please see the office to obtain a request for school assistance with administration of medication form. All medication needs to be clearly marked.

### **DROP OFF AND PICKUP OF STUDENTS**

The school parking lot is not a designated area for the picking up and dropping off of students as this becomes a safety concern. Parents are encouraged to make arrangements to pick their children up from the playground area, as this is away from the bus zone and less congested than the front of the school. The front of the school has a bus loading zone, as well there are no crosswalks at this point for students.

### **WEEKLY NEWSLETTER EMAIL**

At the end of each week a bulletin, which includes a calendar of events, will be posted on our school website- <https://muirlake.psd.ca/parents/newsletter> If you do not have access to a computer you can request at the front office that you receive a paper newsletter sent home with your oldest child.

### **FAMILY MESSENGERS**

In an effort to cut down on our paper use, we are asking that only one child in each family bring home informational items from the school. Normally this will be the oldest child in the family. By doing this, we can save a significant amount of time and money each year. However, it is essential that the child remembers to bring these items home.

## **BUS STUDENTS**

Bus students are asked to abide by the rules and be respectful of the bus drivers as well as the other students riding the bus. If there are concerns the school will contact home. If there are persistent problems students may be suspended and parents will be required to provide transportation during the suspension. The school bus is a privilege.

## **CARDS AND OTHER TRADING ITEMS**

We ask that students please leave cards and trading items at home, as trading is not allowed in school. Additionally, items of value could be lost or damaged.

## **ELECTRONIC DEVICES**

Students are asked to keep electronic items or other expensive items at home, as the school cannot be responsible for the loss or damage of such items.

## **ACCIDENTS**

We want to assure parents that every precaution is taken to prevent accidents and injuries to students. In the event of any accident involving a student, every effort will be made to contact the parents or guardians. The staff can only offer minimum first-aid treatment in case of injury. No medication or drugs may be administered by a staff member of Muir Lake School. If the staff feels that a child has been severely injured, the child will be transported (possibly by ambulance) to the emergency ward of Westview Health Centre in Stony Plain.

## **ATTENDANCE - PROMPTNESS**

Regular attendance is necessary for success in school. When your child has been absent from school, we request a written note which excuses him/her. When parents are aware their child will be absent from school prior arrangements with the child's homeroom teacher would be appreciated.

Promptness is an important quality for children to develop. Students are expected to arrive at school on time. Parents will be notified if their child is late an unreasonable number of times.

If your child will not be attending school due to illness, appointment etc. please phone the school prior to 8:30 am. This is important as we phone home to locate all unaccounted children. Your phone calls will save time and provide more efficient service.

## **ATTENDANCE/LATE POLICY**

Lates: Chronic lates will be first addressed at the classroom level and then will be referred to administration. If your child is late for school they will require a "Late Slip" from the front office.

Absences: When attendance becomes a concern parents will be contacted by the classroom teacher. If the attendance issue persists, the administration will contact parents and work together to look for solutions, as attendance is an important factor in student success.

## **SCHOOL PROGRAMS**

### **EXTRA CURRICULAR ACTIVITIES PROGRAM**

Throughout the term students at Muir Lake School will enjoy a full program of extra-curricular activities. Student's participation in school activities is our main goal.

- Choir: There is a Senior Choir and any student's grades 3 to 6 are encouraged to participate.
- Leadership Club: This is a group of Grade 5 and 6 students who meet weekly throughout the year to work on school wide activities.
- Intramurals: Intramurals are held during recess and lunch hour. Students in Grades 4-6 may sign up for a variety of different games throughout the year.

### **PHYSICAL EDUCATION PROGRAM**

In accordance with Alberta Education regulations, all students at Muir Lake School receive instruction in Physical Education. However, if your child has any disability which might limit his/her participation, we would request you bring this to our attention.

Running shoes will be required for Physical Education classes, non-marking white soles are preferred.

During the winter or inclement weather we would ask students to wear outside footwear and change into their runners when in the school.

Please send a written note with your child if they are not to participate in Physical Education classes because of medical reasons.

### **FRENCH**

All students in grades 4-9 will receive instruction in this subject.

### **KINDERGARTEN PROGRAM**

There are two alternating day classes at Muir Lake School for this school year. Mon/Wed alternating Fridays and a Tues/Thurs alternating Fridays class. Your child must be 5 years of age by December 31, 2023 to qualify.

The Kindergarten teacher for the 2023-2024 School Year is Ms. LeDressay. If you have any concerns or questions regarding Kindergarten, please feel free to contact the school.

## NATURE-BASED KINDERGARTEN

Parkland School Division's Nature-Based Kindergarten program is based out of Muir Lake School, where children from all over Parkland School Division are offered authentic learning experiences primarily within a dedicated woodland classroom and the surrounding outdoor area. This optional kindergarten program of choice gets children active and in touch with nature while extending their kindergarten experience from half-time to full-time. In keeping with our Ultimate Goal of Student Success and Well-being, PSD's Nature-Based Kindergarten program provides meaningful student engagement while addressing the kindergarten curriculum, as children spend most of their day outside connecting with local habitats as inspiration for their academic learning. Nature-Based Kindergarten nurtures independent, confident and resilient learners with a zeal for problem-solving, fostering children's physical literacy and lifelong health and well-being through outdoor adventures that contribute to the social and emotional assets of individual health.

**Two Streams to Choose From:** Starting in the 2023-2024 school year, the Nature-Based Kindergarten program will offer two streams: Nature Kindergarten (full-curriculum); and, Nature Enrichment.

<b><u>NATURE KINDERGARTEN</u></b>	<b><u>NATURE ENRICHMENT</u></b>
<ul style="list-style-type: none"><li>● <b>Full-curriculum</b>, including core academics that cover all aspects of the <a href="#">kindergarten programs of study</a>.</li><li>● Taught by a certificated teacher with support from a qualified educational assistant.</li><li>● Classes are on Monday/Wednesday, plus some Fridays.</li><li>● Open to all families who reside within PSD's attendance boundaries.</li><li>● Students enrolled at Muir Lake School for their main kindergarten programming that live within the Muir Lake School attendance area will be able to apply for busing. However, no busing is available for students who live outside the Muir Lake attendance area for this school of choice program.</li><li>● Government-funded program of choice that delivers the full kindergarten programs of study with no education fee charged to families.</li><li>● Additional educational visit fees may apply and will be in line with other kindergarten classrooms.</li></ul>	<ul style="list-style-type: none"><li>● Serves as <b>an extension</b> to a regular kindergarten program, with a strong focus on health and life skills.</li><li>● Led by recreation staff with support from a qualified educational assistant.</li><li>● Classes are on Tuesday/Thursday, plus some Fridays.</li><li>● Open to all families, however, you must be registered for a kindergarten class with a recognized Alberta kindergarten program.</li><li>● Students enrolled at Muir Lake for their main kindergarten programming that live within the Muir Lake School boundaries will be able to apply for PSD transport on enrichment days.</li><li>● Families will be charged a fee of \$400 per month to attend this program of choice.</li><li>● No transportation is available to any students outside of the Muir Lake attendance area</li></ul>

## **LIBRARY**

Our Library is an integral part of our school's instructional program which promotes reading as a life-long leisure activity. This is the beginning of a process to provide library services to all students in our school. We look forward to seeing this program continue to grow.

Each student has one scheduled library class per week. Any student wishing to exchange a library book may do so after school or at the teacher's discretion any time of the day. Library books are signed out for a one week period. Grade 3 to 6 students are asked to sign out two books, but K to 2 students usually start with only one book per week as these classrooms implement a "Classroom Library" system which supplies the second book.

The Muir Lake School library consists of the following sections K to 3 fiction, 4 to 6 fiction, K to 6 non-fiction, magazines, reference books, and a new section for beginning readers with a coded reading level for each book. The books are coded sequentially, starting at a Kindergarten level and moving up to a grade 3 level. Parents are encouraged to browse through these sections if they have any questions or if they wish to sign out a book.

## **COUNSELING PROGRAM**

Counseling services are provided by our school counselor. This program offers the following:

- individual counseling
- inservice training
- identification of special needs of students
- parent consultation
- teacher consultation
- coordination with community agencies

Currently our Mental Health Worker is at the school once a week for the full day.

## **STUDENT SERVICES**

Parkland School District offers a wide variety of student services. At the district level, the following personnel and their respective departments may be contacted through the principal for assistance.

## **STUDENT CONDUCT and DISCIPLINE PROCEDURES**

To help all students receive a quality education it is important to provide a learning environment that is positive and productive. The following information is provided so that students and parents are aware of the expectations and procedures we will follow in instances where self-discipline, self-control and self-responsibility are not followed.

### **SCHOOL DISCIPLINE POLICY**

#### **1. Philosophy**

Discipline is an educational process involving a progressive multi-step approach designed to assist students in understanding the parameters of acceptable behaviors, while concurrently fostering self-discipline and responsible action.

As preparation for functioning in the world at large, the student must assume an active role in resolving his or her own problems appropriately with school personnel facilitating the growth process toward self-discipline, self-reflection and a strong self-concept. By making students aware that every choice of action has a consequence - good or bad, a sense of responsibility and accountability for those choices is developed. An effective Discipline Policy ensures that the school climate is conducive to learning and that each student is treated with respect, dignity and fairness in accordance with stated guidelines.

#### **2. Rationale**

The focus of the Discipline Policy is to allow all students to develop to their fullest potential. Its aim is to provide general and specific guidelines to ensure that discipline issues are dealt with consistently throughout the school. It is understood that management of student behaviour is a shared responsibility that is to be assumed by all staff members. Expectations and consequences must be clearly established to provide students with a behavioral framework from which to operate.

#### **3. Goals**

- To provide a caring, nurturing and safe school in which we are respectful of the rights and property of others
- To create a positive learning environment
- To encourage each child to take responsibility for his/her own actions by creating awareness and accountability for choices that are made
- To encourage students to be self-reflective as they develop strategies to solve their own problems
- To offer guidance and support to students
- To promote the development of self-discipline

#### **4. Role of the Student**

A student shall conduct himself so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing his/her studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his conduct
- respect the rights of others

#### **5. Class Room Process**

Each teacher has developed a discipline plan that allows students to move through a hierarchical process. The first step is a warning, followed by increasing consequences that ultimately terminate in a suspension.



## **6. Major Offenses**

A student may receive an in-school suspension or an out-of-school suspension from the principal depending on the severity of the incident.

Demonstration of the following will be considered a major offense:

- i) Defiance and refusal to follow the directions of a school staff member (i.e. open opposition to authority/willfully disobedient.
- ii) Frequent use of improper or profane language or gestures.
- iii) Fighting or physical abuse toward staff or other students.
- iv) Willful destruction of property or stealing.
- v) Conduct deemed injurious to the moral tone or well-being of the school.
- vi) On-going involvement in minor offenses.

## **DRESS CODE**

### **Make-up**

It is school policy that elementary children do not wear make-up on regular school days. We believe this creates a healthier environment and we thank you for your cooperation.

### **Clothing**

Clothing should be appropriate for the school setting. Clothing should only contain appropriate language and not portray any profanity or pictures that are deemed offensive. We ask that students do not wear revealing or short tops and shorts. Tops must have shoulder straps. No underwear should be visible and no midriff should be showing.

Footwear must be worn at all times.

## **EARLY ARRIVAL AND SUPERVISION OF STUDENTS**

Students are encouraged not to arrive before 8:20 a.m. in the morning. Outside supervision will be provided after the above time, at the morning recess and noon hour. Staff will be on duty in the morning and prior to the afternoon session. The supervising teachers will be joined by teacher assistants for the recess break.

## **INTERNET ACCEPTABLE USE AGREEMENT**

The following section was taken from the Internet Acceptable Use Agreement. Please read it and then sign the appropriate form on your child's registration form. If there are any questions, please contact the school.

Internet access is available in Parkland School Division schools. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. We believe the Internet offers vast, diverse and unique resources to both students and teachers. The proper use of the Internet promotes educational excellence in schools by facilitating resource sharing, innovation, and communication.

## **AWARDS**

We feel that recognition for effort, improvement and achievement is critical to maintaining high standards and a quality learning environment. Therefore, we have developed awards in a variety of areas in which students can aspire to achieve. Formal awards are presented to students in grades 4-6 at the school's awards assembly in June.

## **HONOURS**

Students who achieve an A in all core subjects (Language Arts, Math, Social, Science) and one other subject will receive a special honors certificate and a medal which will be presented at the awards ceremony in June.

## **PARENT INVOLVEMENT**

### **PARENT VOLUNTEERS**

We welcome your help if you can find time to assist in our classrooms, and we appreciate the generous help that has been offered in the past. Those of you who are Kindergarten parents know that, in order to make the program successful, a great deal of parent assistance is needed.

If you are interested in becoming involved, please contact an administrator/or teacher for a brief orientation. This will help provide parents with an opportunity to become familiar with the location of various supplies and the operation of basic copying machines. No special skills are required.

It also helps us to explain our philosophy and allows parents and teachers an opportunity to focus on their areas of strengths and interests.

We know that the quality and opportunities of learning situations are greatly enhanced through parent volunteers. We hope that if you are interested in helping, you will make every effort to attend the orientation session.

### **HOW CAN PARENTS HELP?**

There are many ways parents can help with homework, including:

- providing a quiet, regular place to work.
- helping the student organize his or her time for assignments.
- being an audience for reading practice, spelling and math drills.
- providing information and knowledge for projects.

The following are possible suggestions for studying that your son/daughter might find helpful:

- regular, consistent study
- regular, reading of notes
- other family members asking questions
- reading notes out loud into a tape recorder and playing it back
- rewriting notes
- sitting at a table or desk (free from distractions)

The support and interest of parents will have a large influence on a child's attitude towards homework. If you have questions or concerns about the assignments your child is bringing home, please don't hesitate to talk to his or her teachers.

*The above suggestions have been taken from, "Learning to Read is Hard Work" published by the Alberta Teachers Association.*

## **SCHOOL COUNCIL**

The School Council continues to play an integral part in the promotion of family and school activities at Muir Lake School.

The School Council is not a fundraising committee. It is an opportunity for you to contribute to and influence the activities and opportunities that are available at our school during the coming school year. Please plan to attend at least one meeting this year – we need your ideas and concerns. Meetings will be held in the school in the library as well as through Google Meet on the third teaching Tuesday of each month.