

2025-2026 Handbook

MUIR LAKE SCHOOL

53422 AB-779

Stony Plain, AB





Welcome to Muir Lake School

Muirlake.psd.ca

Every Child Learn, Every Child Succeeds

It is a pleasure to welcome you to Muir Lake School. This handbook is designed to give you information about our school community. We sincerely hope you will find this year rewarding, and successful.

School Expectations

As members of the Muir Lake School Community, we are expected to:

- Be honest and accountable
- Treat others with respect and empathy, in person and online
- Engage in productive work
- Maintain a safe and clean environment
- Be mindful and respectful of all spaces

Parkland School Division

Muir Lake School is a community K-9 school part of the Parkland School Division. www.psd.ca



Vision:

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

Mission:

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 Ultimate Goal is Student Success and Well-Being. [We therefore value:](#)

- Learning opportunities that are
 - Purposeful
 - Essential
 - Relevant
 - Authentic
 - Responsive
- Excellence in achievement, Trustworthy, respectful relationships, Resilience with self-awareness

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General Information

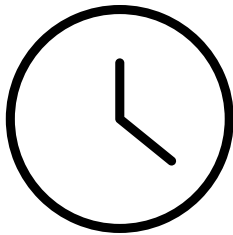
2025-2026 School Year

Tuesday, September 2nd, 2025 --> First day of instruction for students

Friday, June 26th, 2026 --> Last day of instruction for students

Here is a link to [the PSD Calendar](#) for the 2025-2026 school year including all breaks and professional development days (no school for students). You may choose to subscribe to the PSD calendar to stay up to date on important events.

Bells



Bell Times	Breaks and Periods
7:45A - 7:55A	Doors Open / Warning Bell
7:55A - 8:00A	Attendance / O Canada / Announcements
8:00A - 9:05A	Block 1
9:05A - 10:05A	Block 2
10:05A - 10:20A	Recess
10:20A - 11:20A	Block 3
11:20A - 11:50A	All Classes Recess
11:50A - 12:20P	All classes lunch + HR PM attendance
12:20P - 12:35P	DEAR
12:35P - 1:35P	Block 4
1:35P - 2:35P	Block 5
2:35P	Dismissal

Special Events @ MLS

In addition to regularly scheduled school student/parent/teacher conferences, assemblies and cultural events/presentations, we anticipate offering the following events. Some of these events are subject to change for a variety of reasons and circumstances.

September	<ul style="list-style-type: none">• Mustang Kick Off - meet the staff - September 10, 2025• Truth and Reconciliation Week• Orange Shirt Day• Terry Fox Run• Volleyball (Gr. 5-9)• Cross-Country running (K-9)
October	<ul style="list-style-type: none">• Volleyball (Gr. 5-9)• School Picture Day• Parent Teacher Interviews
November	<ul style="list-style-type: none">• Remembrance Day• Metis Week• Basketball (Gr. 5-9)
December	<ul style="list-style-type: none">• Winter Concert (Division I & II)
January	
February	<ul style="list-style-type: none">• Valentines Day Activities• Jump Rope for Heart• 100th Day of School (Grade 1)• Pink Shirt Day• Black History Month
March	<ul style="list-style-type: none">• Badminton (Gr. 5-9) Journal Games Final• Choral Celebration
April	<ul style="list-style-type: none">• Visual Arts Celebration
May	<ul style="list-style-type: none">• Volunteer Appreciation• Asian-Canadian History Month• Track Meets
June	<ul style="list-style-type: none">• Provincial Achievement Exams• Pride Month• Fun Day (K-6)• End of Year Field Trips• Grade 9 Farewell

BYOD and Chromebooks

Muir Lake School recognizes the educational benefits of Chromebooks in providing meaningful learning opportunities for our students in the 21st century. To ensure these devices are used appropriately and to maximize learning, we require students, parents, and staff to work collaboratively in fostering responsible use and digital citizenship.

Usage Guidelines:

- **Grades 2-9:** With the permission of their classroom teacher, students in grades 2-9 are permitted to use Chromebooks during class time strictly for educational purposes. Chromebooks brought for this purpose should have adequate battery life, a keyboard, and the ability to access Google Apps for Education. The BYOD program is optional; school-provided Chromebooks will be available for students who do not have their own.
- **Kindergarten-Grade 1:** Students in these grades may also bring Chromebooks for educational purposes if directed by their teacher. The school will provide appropriate technology when needed to support learning for these younger students, especially for those with an Individualized Program Plan (IPP) or other identified learning needs.

All students must comply with Administrative Procedure 610 – Responsible Use of Technology and Administrative Procedure 640 – Social Media. Consent for the Responsible Use of Technology is obtained via the Powerschool registration process. Please note that Muir Lake School staff are not responsible for any loss, damage, or theft of Chromebooks.

Computer / Internet Usage:

Students are expected to follow the PSD computer/internet usage policy, which includes avoiding sensitive or inappropriate websites (e.g., violence, racism, sexual content, certain gaming sites, chat rooms) and demonstrating proper digital citizenship at all times. Non-compliance will result in actions taken by staff and administration, which may include revocation of device privileges. Each student signs a Responsible Use of Technology Agreement annually, which outlines these expectations, with parental consent obtained through Powerschool.

Cell Phones, Smartwatches, and Personal Devices:

To enhance focus and learning, cell phones and electronic devices must remain in lockers or backpacks during instructional time. Use of such devices during class is permitted only when specified by the teacher for educational purposes, such as Media Arts projects. School-provided calculators and visual timers are available for classroom activities.

During non-instructional time, students are allowed brief checks of their phones at the start of morning and lunch breaks or other designated times. Prolonged use is discouraged to promote face-to-face interactions and engagement with peers. Wireless earbuds and smartwatches are considered extensions of cell phones and must also be stored in lockers or backpacks. Students are encouraged to leave these devices at home; however, wired headphones may be brought for use with school devices when necessary for learning.

This policy aligns with the guidelines set forth by the Alberta government: [Alberta Government Policy](#) and [Parkland School Division AP 670: Personal Mobile Devices](#).

Freedom of Information and Privacy (FOIP):

Personal information, including pictures of students and student work, is collected for authorized programs and activities that are a normal part of school life. Each student requires a **FOIP Parent/Guardian Consent Form** to be checked off on Powerschool, authorizing the collection and use of that information. Some activities include the use of information, photos, or work in newsletters, yearbooks, or other school and school division publications; awards and recognition; and photos/videos for educational purposes within and outside the school division, including websites and presentations outside the division.

We ask that students only take pictures of each other if they have prior approval from the school and are aware of the ramifications of identifying or posting student pictures or information. Photos and videos of school activities (e.g., games, concerts, plays) that are open to the general public may be taken and used for purposes within and outside the school as we cannot restrict such activity at public events.



At Muir Lake school we recognize the vital role that effective communication between home and school plays in student success. It is with this in mind that we facilitate this communication through various methods:

- Muir Lake School website
- Muir Lake School Facebook page
- School and classroom newsletters
- Student led conferences and student/parent/teacher interviews
- Google Classroom
- Agendas
- Email
- Educational Apps such as Remind, Seesaw, etc.
- School Messenger
- Muir Lake School Twitter feed
- Phone calls & face-to-face or virtual meetings

The teacher is your primary contact and is responsible for keeping you informed of your child's progress throughout the year. Please contact your child's teacher if you have any questions or concerns.

Announcements

Muir Lake Announcements are shared with homeroom teachers in a google slide format. Homeroom teachers go over daily announcements with their class as part of the morning routine.

Newsletter

Muir Lake School will use School Messenger to email our monthly newsletter for parents to be kept informed of events taking place at the school. Our newsletter is also updated monthly on our school website. Many classrooms/grades also have newsletters that are emailed regularly.

MLSC (Muir Lake School Council)

The purpose of the Muir Lake School Council is to provide teachers and parents and community members an opportunity to meet and discuss the education of our community's children and to work together to enhance student learning.

MLCSF (Muir Lake School Fundraising Committee)

Muir Lake School has a Fundraising Committee that raises money through a variety of activities in order to support learning and special projects at Muir Lake School. The MLCSF has raised money for playground equipment, student technology and special presentations.

Sign Board

The digital sign is located directly south of the school. Information is changed frequently to keep everyone informed of school events.

Emergency Contacts, Phone Numbers & Changes

In the interest of your child's safety, it is most important that the school has current home and work telephone numbers as well as accurate email addresses of the parents or guardians and emergency numbers of sitters or friends. Please check your [PowerSchool Parent Portal](#) account for the current demographics we have on file and update as needed. In the unlikely event that your child is believed to have a serious injury, you will be contacted as soon as possible. If the injury is deemed to be serious and you cannot be reached, your child will be taken to a local Medical Clinic or, if necessary, the Hospital in Stony Plain.

Student Absences

Regular and punctual attendance is vitally important to student success both academically and socially. Parents are encouraged to plan their holidays to correspond with non-attendance dates for students. If this isn't possible, parents are requested to contact their child's teacher(s). Please be aware that due to the collaborative nature of the learning at Muir Lake School, not all learning occurring in the classroom can be replicated through worksheets. Students are responsible for work they miss and are encouraged to check Google Classroom for posted learning for the week. If a student is leaving early for the day, please sign out at the front office. Thank you for arranging for sick children to recover at home where they are more comfortable.

SafeArrival

SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence (this may vary by school).

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using your communication preferences if you have set them up in the SchoolMessenger Home app). This may include push notifications to the app, email, SMS text messages, or phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

Get the app from the Apple App Store or the Google Play Store.

- Tap Sign Up to create your account (If you previously used the blue SMapApp you can sign in with the same credentials.)
- If signing up for the first time there will be an email verification step. Please use your email address that is already on file with the school.
- Select Attendance from the menu, and then select Report an Absence.
-

Web and Mobile Web

- Go to the website Please email MuirLake@psd.ca if you know your child will be absent. If you do not have access to email, please phone the school @ (780) 963-3535 to inform the school of your child's absence and the reason. Should your child be absent with no parent message or information you will receive an automated follow-up call from the school. Parents will be contacted should attendance or lates become an issue.
- Click Sign Up to create your account. (If you previously used go.schoolmessenger.ca you can choose Log in with the same credentials.)
- If signing up for the first time there will be an email verification step.
- Select Attendance from the menu, then select Report an Absence.

Attendance Is Important

If an absence is not explained within approximately 20 minutes of the time that the school starts the notification process, school staff will follow up to make sure that your child is safe. If you try to explain an absence using SafeArrival but are then told that it is past the cut-off time, please contact the school directly.

If you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance.

If you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the methods listed above or during the phone call notification itself.

Why do I Need a SchoolMessenger Home App Account?

A SchoolMessenger app account is not required to use the toll-free phone line to report absences. However, we strongly recommend that you provide your email address to the school and set up your SchoolMessenger app account. This allows you to review and update absences, review your contact information and communication preferences and more.

Please see related SchoolMessenger app documentation for setting up your account, resetting your password, reviewing contact information, and specifying communication preferences. Once you have set up your account, choose ATTENDANCE from the menu.

If you cannot set up your account, you do not see the ATTENDANCE option, or you do not see your child(ren) listed in your account, please contact the school directly to check that your correct email address is associated with your child(ren) and that you are correctly tagged as a guardian with SafeArrival access..

Regular school attendance is the key to school success. If your child's absence impacts school progress, the school will contact you in order to work together and develop a plan for student success.

Late Arrivals

Punctual attendance is very important for academic success. The student and parent are to report to the office upon arrival at the school and sign the absentee book. Parents will be contacted if there is an issue with chronic lateness.

Visitors to the School

All visitors are asked to make an appointment and report to the office upon arrival at Muir Lake School and pick up a volunteer or visitor pass. Due to class disruptions, student visitors are not allowed during class time.

Volunteering and Coaching

Muir Lake School values the contributions of volunteers and volunteer coaches in enhancing learning and extra-curricular opportunities for students while still recognizing its responsibility to provide a safe and caring environment for staff and students alike. The Board of Trustees has provided for volunteers working within the school under [Administrative Procedures Volunteer Requirements and vulnerable sector verification](#) and [Administrative Procedure 318 – Volunteer Community Coaches](#). It is the responsibility of the principal to follow the policies. Parents and community members are asked to contact their child's teacher and thus, the principal if they are interested in volunteering at Muir Lake School. There are a number of sections to each of the policies, but one of the most important is cited below.

The volunteer approval process by the Principal shall include:

- 5.1: Ensuring that volunteers complete a volunteer registration form;
- 5.2: Ensuring that a current Criminal Record Check is on file at school for volunteers:
 - 5.2.1: At the determination of the Principal;
 - 5.2.2: Whose service is likely to exceed ten (10) hours of volunteer activity over the course of the current school year, or
- 5.3: Ensuring that a Vulnerable Sector Check is on file at school for those volunteers:
 - 5.3.1: Who will be working individually with one (1) student.
 - 5.3.2 Who will attend an overnight offsite activity.

Homework

Homework serves as one strategy to support student learning. Students are expected to complete homework assignments. If students are absent, they are responsible for work missed. Each student is encouraged to have a 'homework buddy' to check in with and access Google classroom for missed assignments.

Teachers deal with incomplete assignments in numerous ways:

- extensions
- having students complete homework during morning or lunch recess
- parent contact (student planner, phone, email)

We feel it is vital for students to understand the importance of good work habits and regular review. This will help them to do their best, develop independence and produce high quality products.

Student Assessment, Evaluation, and Reporting

At Muir Lake School, our approach to student evaluation, assessment, and reporting is designed to provide clear and meaningful communication between students, parents, and teachers.

- **Report Cards:** Report cards are available online through PowerSchool three times each school year, reflecting cumulative term marks and teacher comments. For students in grades K-9, marks are expressed using achievement indicators: Excellent, Competent, Satisfactory, and Insufficient, along with a corresponding percentage range. If a hard copy of the report card is needed, please contact the school office.
- **Provincial Achievement Tests and Assessments:** Grade 6 and Grade 9 students will write Provincial Achievement Tests (PATs) in Language Arts, Math, Science, and Social Studies during May and June. Additionally, at the end of terms and the school year, students may complete other cumulative assessments, such as exams or projects. If a student will be absent for any assessment, parents must notify the school so that alternate arrangements can be made. Course objectives, evaluation procedures, and standards of achievement are consistent across all core subjects.
- **Communication of Student Learning:** Communicating student learning is key to building a shared understanding among students, parents, and teachers. Teachers provide insights gathered through the assessment process, fostering a partnership that supports student success. Involving students in the assessment process enhances their understanding of their own progress, making the information more meaningful for all parties. Additional information can be found on the [Parkland School Division website](#).
- **Assessment Approach:** Teachers at Muir Lake School use a balanced approach to assessment, incorporating assessment for, of, and as learning. The body of evidence collected through observations, student work, and conversations provides a comprehensive view of each student's progress. While report cards are one means of communication, student-teacher and parent-teacher conferences also serve as important channels for sharing information about student learning. Parents are encouraged to contact their child's teachers to discuss progress at any time.
- **Diverse Assessment Methods:** Recognizing that students have varied learning styles and strengths, Muir Lake teachers collect a range of evidence to inform their professional judgments. This evidence may include observations, student-created products, and discussions. We honor these differences by allowing students to demonstrate learning in various ways, such as through oral presentations, drama, written reports, tests, or oral examinations.
- **Opportunities for Reassessment:** Students may occasionally need a second opportunity to demonstrate their learning. In such cases, they will be provided the chance to do so after showing adequate preparation for the reassessment. Student progress will always be evaluated against Alberta Curriculum standards using the achievement indicators: Excellent, Competent, Satisfactory, and Insufficient, and percentages for students in Grade 7-9.

Athletics



Athletic Philosophy

At Muir Lake School, we believe that athletics play a vital role in fostering student success, well-being, and personal growth. Our balanced intramural and interscholastic programs provide students with opportunities to build friendships, develop skills, and enhance their overall school experience through sport.

- **Programs and Participation:** Intramural activities take place during lunch, allowing students to join casually or through sign-ups. Extracurricular team selection considers skill, academic performance, behavior, and commitment, with final decisions made by the coaches.
- **Values and Expectations:** We emphasize cooperation, sportsmanship, and fun, recognizing that coaches and athletes are role models. Open, positive communication between coaches, players, and parents is encouraged.
- **Parental Support:** Parents are asked to help by providing transportation for their children to and from practices and games.

Extracurricular Programs (Grades 6-9)

Muir Lake School's extra-curricular programs focus on skill development and competition. Teams compete against other schools in the Parkland School Division, with categories including Developmental (Grades 6 & 7), Junior (Grades 7 & 8), and Senior (Grades 7-9, primarily Grade 9). Developmental and Junior teams emphasize participation and fun, while Senior teams require a higher commitment level.

Interscholastic Teams:

- **Sports:** Volleyball, Basketball, Badminton, Track & Field, Cross Country
- **Other Activities:** Choir (performing at events and community venues) and Leadership Team (planning and organizing school activities).

Coaches provide descriptions of each team's focus (developmental or competitive) to participating students.

Physical Education

Active participation in Physical Education is key to student wellness. To excuse a student from class, parents should send a note or email. For extended absences, a physician's note is required.

Student Fees

Additional fees may be payable for off-site activities or if your child is registered in certain complementary or CTF Options that might be offered. Below is a list of some of the options with extra fees that may be offered:

- Art
- Sport Exploration
- Foods
- Leadership
- Outdoor Education
- Robotics
- Design Studies
- Forensics
- Officiating (Volleyball and Basketball)
- Sports Exposure
- Archery
- Fibre Arts - Beginner Crochet
- Greek Mythology
- Robotics
- Hunters Ed
- Others (As determined by staff through the year)

Textbooks and Other Materials

All textbooks are provided to students by the school, and all students are responsible for their assigned textbooks. It is expected that students will return the texts in the condition in which they were loaned. Lost, missing, or damaged texts will be assessed at the cost of replacement and a receipt will be issued.

Students are responsible for being prepared for classes. This includes having the necessary supplies, including paper and pens or pencils. Parents are requested to check periodically to make sure their children have the necessary materials.

Lockers

School issued locks are the only locks permitted for use on these lockers.

All grade 4-9 students and parents must digitally sign a Parkland School Division Locker License Agreement on an annual basis, available on PowerSchool. Upon completion, students will be assigned a school locker and a lock.

- students must have a school lock on locker with serial # and combination recorded by the homeroom teacher;
- any changes must go through the homeroom teacher;
- students will be charged for lost locks and/or damaged lockers.

Students are reminded to keep their combinations private. If a lock needs to be replaced the cost will be \$12

Students are responsible for items in their locker. **If administration deems necessary, student lockers may be inspected without the consent of the students.** Failure to follow procedures will result in a loss of your locker for a period of time.

Inclement Weather

While the PSD Transportation Department may choose to cancel the operation of buses under extreme weather conditions as outlined in [PSD Administrative Procedure 750 –Severe Weather](#) Muir Lake School remains open on all instructional days. The final decision to send a child to the bus stop or to school rests with the parents, even though buses may be non-operational. Students will be outside in the morning and at recesses unless the temperature and/or wind-chill indicate an indoor day.

Please check the PSD Website; [PSD Transportation Services - Bus Status](#) for information on bus cancellations. Alternatively, you may download the [bus status app](#) to your mobile device, or use the [Versatrans E-Link](#).

Bussing Procedures

Information regarding Parkland School Division Transportation can be found on the [Parkland School Division Transportation website](#).

Please note there are no guest riders permitted on Parkland School Division buses. Transportation is unable to accommodate additional riders on their routes.

Student Drop Off / Parking

We appreciate your cooperation in using the designated drop-off and parking areas to ensure a safe and smooth flow of traffic. Please note the following guidelines:

1. Drop-Off Lane: The one-way loop in front of the school is for drop-off only. Students should be let out only at the designated spots. Do not leave your vehicle unattended in this lane.
2. Visitor Parking: Visitor parking is located in front of the community hall. If you wish to walk your child to the school, please park in one of the available stalls. At no time is parking permitted along the highway.
3. Handicapped Parking: Please ensure handicapped parking spots remain accessible for those who require them.
4. Bus Transfer Station: Muir Lake School serves as a transfer station for buses. It is important to follow the directions of bus supervisors, who can be identified by their orange vests.
5. Keep Traffic Flowing: Please keep traffic moving smoothly along the front sidewalk and adhere to all posted signs to ensure safety for everyone.
6. Staff Parking: At no times is the staff parking lot to be used for drop off or parking for visitors.

Thank you for your attention to these guidelines and for helping us maintain a safe environment for all students.

Allergies

Muir Lake School is a **nut**-sensitive and **scent**-sensitive school. We are committed to providing a safe environment for all students and staff, especially those with allergies. Allergies to various substances can put some individuals at medical risk; therefore, we ask for your cooperation in following these guidelines:

1. **Nut-Sensitive Environment:** Nut products, including peanuts and other nuts, are not to be eaten in general areas of the school. If you are sending alternatives such as 'pea butter,' please ensure it is clearly labeled, or it will be treated as peanut butter.
2. **Scent-Sensitive Environment:** Please refrain from using or bringing strong scents or scented products to school, as they may trigger allergic reactions or sensitivities in others.
3. **Reporting Allergies:** Parents must inform the school if their child is medically at-risk due to allergies. The school will prepare a package for all staff, identifying students who are medically at risk, including their name, photo, class, and specific allergies.
4. **EpiPen Policy:** Students with severe allergies are encouraged to carry their EpiPen with them at all times. Alternatively, parents can provide a clearly labeled EpiPen to be kept at the front office for quick access in an emergency.
5. **PowerSchool Allergy Information:** Information about students with noted allergies will be recorded and displayed in PowerSchool. Parents should update the school promptly with any changes to their child's allergy status or medical needs.
6. **Classroom and Event Safety:** Parents and volunteers involved in school events or classroom activities should be mindful of allergies when providing food or treats. Consult with the classroom teacher or administration if you are unsure about appropriate food items.

Accident and Injury

Bumps, bruises and scrapes happen, and usually only require the most minor of treatments which will be administered at the school. If a child has been significantly injured at school, or requests to call home, then the school will contact the parents or the emergency contact number. If a child needs immediate emergency medical attention, the school will call an ambulance to have the child taken to the hospital.

Administering Medication to Students

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. Whenever possible, medication (prescription and non-prescription) needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medications to students. In each of these cases, parents are required to have completed the appropriate paperwork (Request for Assistance to Administer Medication Form) which includes written instructions and signatures of the parent and physician. These forms must be on file before any medication can be administered. Forms are also available through the school office. If you have any questions regarding the distribution of medication to students please speak with your school Principal. Parents are requested to contact the office, (780) 963-3535, for a copy of [Division Policy and Procedures](#). The policy and procedures are also available on our School Website. Non-prescription drugs are not to be brought to school.

Supervision

Supervision is provided on the playground and bus area before school from 7:45 am - 7:55 am. Recess and lunch times are also supervised. After school, bus supervision is provided until buses are loaded and en route, at 2:45 pm.

Valuables and Money

Students should not bring large sums of money, etc. to school. Jewelry and other valuables should be locked in lockers (if available) or left with the office.

Lost & Found

A lost and found box is located near the custodians' office as well as in each pod. Items unclaimed in classrooms, hallways, or the playground are placed in it. To assist the school in identifying personal property, please label all articles. Periodically, all articles in the lost and found will be laid out and displayed. Items not claimed will be donated to charity.

Off-Site Learning / Field Trips

Throughout the year learning may take place away from the school building, either in the community or in another location. These off-site activities can be valuable educational experiences that may provide opportunities to supplement and enhance school programs. Parents will be given prior information and the opportunity to make informed decisions about participation in any off-site activities. According to Parkland School Division [Administrative Procedure 280: Off-Site Activities](#). There will be a field trip permission form to be signed at the beginning of the year regarding these types of field trips. Trips that are longer, have a cost attached, or involve higher-risk activities will have additional information and permission sent home.

Administration, staff and parents work together to budget and allocate money and time for field trips. Often parents are invited to help supervise students. Staff members will contact parents when assistance is required. Generally the number of parent volunteers is limited, and parents are asked to make alternate arrangements for younger siblings.



Code of Conduct

Muir Lake School Code of Conduct

Our Student Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Code of Conduct ensures that our school promotes a culture of wellness that:

- Establishes and maintains a **welcoming, caring, respectful**, and **safe** learning environment for **all students, staff, families and the greater community**;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- Establishes and publishes expectations for student behaviour while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school;
- Ensures that healthy environments exist in all schools that are **free from fear, discrimination and harassment** while promoting inclusive strategies to ensure that **every student is treated with respect and dignity**.

Students are expected to:

- a. Use their abilities and skill sets to gain maximum learning benefits from their school experiences;
- b. Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living;
- c. Cooperate fully with everyone authorized by the Board to provide education programs and other services;
- d. Comply with the rules of the school; and
 - i. Respect and comply with the rules of any school that the student is visiting;
- e. Account to the student's teachers for the student's conduct;
- f. Attend school regularly and punctually;
- g. Choose appropriate behaviors, with an understanding that all actions have consequences appropriate to those actions;
- h. Treat other students and staff with dignity, respect and fairness;
 - i. Demonstrate, with increasing consistency, the School Code of Conduct;
 - j. Contribute to the student's school and community and to a learning environment that is well-ordered, positively peaceful, safe, non-threatening, and conducive to learning and optimal growth;
- k. Refrain from, report and do not tolerate bullying or bullying behaviour directed toward others in the school; whether or not it occurs within the school building, or during the school day or by electronic means.

Students are accountable for:

- a. Demonstrating respect for authority;
- a. Demonstrating respect for others and their property;
- a. Demonstrating respect for school property, equipment and textbooks;
- a. Demonstrating respect for the diversity of all people.

Students are prohibited from engaging in unacceptable behaviour within the school or on any school related trips or activities.**Dress Code**

At Muir Lake School, we believe that learning to dress appropriately for different environments is an important life skill. Just as you would wear different clothes for different activities, like sports or a special event, it's important to dress suitably for school.

Appropriate Dress for School:

- Clothing for a Positive Learning Environment: Students should wear clothes that are comfortable and allow them to participate in all school activities. Clothing that covers the body appropriately is expected—this means avoiding outfits that show too much skin or private areas, such as low-cut tops or clothing that might fall off or get in the way during activities. Appropriate PE clothing, such as items that allow for movement without risk of exposure, should be considered for days when students have PE scheduled.
- Messages on Clothing: Clothes should not have words, pictures, or symbols that promote negative or inappropriate messages. This includes clothing that encourages drug or alcohol use, illegal activities, or contains sexual language or images. We want everyone to feel safe and respected at school, and clothing can help create that environment.
- Footwear: Students must wear shoes at all times unless an activity requires otherwise. This helps keep everyone safe and ready for any school activity.

What Happens if Clothing Is Not Appropriate:

- If a student's clothing is not appropriate for school, they will be asked to change or find a solution to make it suitable. If the issue continues, parents will be notified to help address the situation.

We appreciate everyone's cooperation in following these guidelines, which help us create a respectful and focused learning environment for all students.

Consequences

At Muir Lake School, we understand that everyone makes mistakes from time to time. What's important is how we respond to those mistakes. When a mistake is made, students are expected to:

1. **Take Responsibility:** Own up to their actions and understand how their behavior affects themselves and others.
2. **Accept Consequences:** Consequences help students learn and grow from their mistakes. These may include, but are not limited to:
 - a. **Problem-Solving:** Discussing the behavior with a teacher or staff member and finding ways to make better choices in the future.
 - b. **Parental Involvement:** Parents may be called to discuss the situation, and in some cases, a Disciplinary Hearing might be arranged.
 - c. **Referral to Provincial Attendance Board:** In cases of ongoing attendance issues, the student may be referred to the provincial attendance board.
 - d. **Loss of Privileges:** Students might temporarily lose certain privileges, or be assigned specific tasks to complete.
 - e. **Detention:** Staying after school or during a break to reflect on their actions.
 - f. **In-School Placement:** Spending time in an out-of-classroom learning environment as an alternative to regular class activities.
 - g. **Behavioral Contract:** Agreeing to a plan that outlines expected behavior and the consequences for not meeting those expectations.
 - h. **Restitution:** If school property is damaged, students or their families may be asked to help cover the cost of repairs.
 - i. **Bus Suspension:** Loss of the privilege to ride the school bus for a period of time.
 - j. **School Suspension:** Being temporarily suspended from attending school.
 - k. **Police Involvement:** In serious situations, the police may be called.
 - l. **Expulsion:** In extreme cases, a student may be expelled from school by the Board on the recommendation of the Principal.
 - m. **Other Consequences:** As determined by school administration in accordance with [Parkland School Division's Administrative Procedure 360](#).
3. **Learn from Mistakes:** Reflect on what happened and use the experience to make better choices in the future.

Student Health and Wellness

At Muir Lake School, we strive to follow Parkland School Division (PSD) priorities including **Student Wellness & Workplace Wellness**.

"PSDs Ultimate Goal: Student Success and Well-being highlights how important student wellness is. A healthy school approach is one that supports the health and well-being of students and the entire school community. EVERYONE plays a role in supporting student wellness."

Energy Drinks:

For the health and safety of all students, energy drinks are not allowed at school. These drinks can have negative effects on concentration, energy levels, and overall health, especially for growing students. To keep our school a safe and healthy place, we ask that energy drinks are left at home.

Alcohol and Drugs

Any student caught using, under the influence of, selling, or in possession of tobacco, electronic smoking (e-cigarette/vaporizer) drugs, inhalants or alcoholic beverages on school property, in a school bus, or at school-approved events, will be dealt with severely. Additionally, the R.C.M.P. may be notified.

Tobacco

Muir Lake School, and all Parkland School Division property, are smoke-free areas. Students, staff, and community are not allowed to smoke or utilize electronic smoking (e-cigarette/vaporizer) materials in the school or on the school grounds.

Social/Emotional Support

Support services are available at school for issues that arise in the classroom and/or on the playground. Muir Lake School offers proactive social/emotional support programming through our Community Builders/Community Classroom as well as programmed groups. Muir Lake School adheres to Parkland School Division's Comprehensive Health Program as outlined in [Administrative Procedure 702](#) in regards to counseling. Referral support to community resources is offered to students and families with more complex concerns or with concerns that only appear at home.

Health Services

The public health nurse may be reached at the health unit at (780) 968-3700.

School Counsellor

In PSD, the School Counsellors' role is to enhance and promote the student's positive growth, mental health, and well-being. School Counsellors work with many types of students, including those experiencing distress and difficulties associated with life events and transitions, goal setting, relationships, decision-making, educational success, developmental stages, and mental health concerns. This is done by providing direct intervention and remedial services through individual or small group counselling, as well as engaging in universal or classwide mental health education, strategies, prevention, and crisis intervention or urgent support.

Adapted Programs

For students with diverse learning needs, Muir Lake School offers many strategies, supports, and resources to ensure student success. IEPs (Individual Education Plans), Assistive Technology, differentiation within the regular classroom, support from the Inclusive Education Lead Teacher and educational assistant support are just a few of the resources used to support learners with diverse needs.

How to Get Help

If you are experiencing difficulty with school or schoolwork, the following people will be of help:

- **Homeroom Teacher** – If you experience peer problems, loss of personal goods, etc., your homeroom teacher can probably help you.
- **Subject Teacher** – If you are in Gr. 7-9, these teachers are available to give you extra help
- **Administration** - If your homeroom teacher can't solve your dilemma, please ask the principal or assistant principal.

The Breakfast Program

We all know that Children need food in order to be their best selves and do their best learning. We also know that not all children get to eat at home. Muir Lake Breakfast Program runs every morning from 7:45 am - 8:00 am, serving up toast and other healthy options. Breakfast club is run by volunteers and questions can be directed to christine.ellert@psd.ca.

Hot Lunch

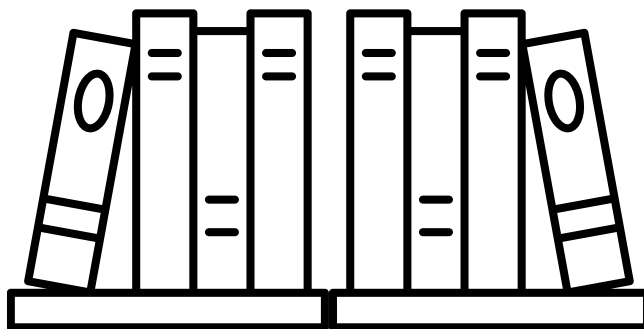
Hot Lunch is offered to students. Menus are available online monthly. Students pre-order and pre-pay for these meals. Cost varies depending on the size of the meal ordered. Visit MuirLakeSchool.hotlunches.net

Learning Commons / Library

The Library is an integral part of the learning program within our school. We try to provide materials at all levels of student development and interests. The library commons is a space in our school where students may work independently, in small groups, or in whole class activities. Most books, with the exception of encyclopedias and other specific reference books, may be borrowed for use outside the library. Students are encouraged to carry book bags to and from school to protect books from weather and other damage.

Please encourage your children to take care of the library books and return them to school on or before the due date. Providing space at home where library books may be stored until they are returned will help minimize loss or damage. Students are responsible for books signed out and will be required to pay for lost or damaged books. Money will be refunded if and when the book is found.

When students are transferring to another school all library books must be returned to the school.



Parkland School Division Emergency Response Plan

07

Emergency Response Plan

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur. For more information please visit the PSD website, the [Emergency Response Procedures](#) section.

We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and the fire departments, and parents.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

In the event of an emergency:

Do not call the school or your child's cell phone.

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please do not call. We will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information.

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the Division website - www.psd.ca for updated news.
- Call the Centre for Education at 780-963-4010.
- Tune into a local radio or television station.

What happens during a Lock-Down or Shelter-in-Place?

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated?

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian.

Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

How do I reunite with or pick up my child during or after an emergency?

Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the Division website www.psd.ca. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian.

Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website.

Carefully read all information you receive from the school regarding emergency procedures as assembly locations are different at each school. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

Procedures for Parent-Child Reunion

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible; however, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

- Detailed release instructions will be posted at the secondary assembly location.
- A designated Parent Waiting Area will be established at the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
- No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student.



Note: Please ensure the information on your child's powerschool demographics is up to date.

- Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the school's only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure students are safely released to their custodial parent/guardian.

All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.



Note: It is imperative that contact information is updated. Each school refers to this information in the event of an emergency.

For more information contact: The Centre for Education at (780) 963-4010

Fire Drill / Lockdowns

During the first week of classes in September, students are informed about procedures to follow. Each room differentiates only in where the students are to leave the school and report outside. There are several practice drills over the course of the year.



www.psd.ca



www.muirlake.psd.ca

MUIR LAKE MUSTANGS

phone	780-963-3535
address	53422 AB-779, Stony Plain, AB
email	muirlake@psd.ca

