

# 2023-2024 Student Handbook



# I.V. Macklin Public School

8876 – 108 Avenue, Grande Prairie, Alberta T8X 1N7 Phone: (780) 513-3391

*Inspiring a Passionate Commitment to Successful Learning*

## Our Mission

*Our I.V. Macklin Public School Community will work together to create a safe learning environment which fosters active citizenship and drives lifelong learning for all.*

## Our Vision

We envision a school

...where students are prepared for success in life by...

- being challenged to become critical and creative thinkers who can make informed choices
- having a strong curricular focus
- building student capacity to be independent, self-sufficient learners who have confidence in their abilities
- being encouraged to be active and involved citizens of the school and the community who are honest and accountable
- being provided with programming which addresses diverse learning needs

...which is a place where success for all is achieved by...

- creating a safe, supportive, and accepting environment through cooperation and communication
- inspiring personal achievement
- valuing respect and equality

...which builds community relationships by...

- forming partnerships with parents and the community
- providing opportunities for families and community members to become involved in school initiatives and events
- maintaining supportive, open lines of communication

...which functions as a professional learning community by...

- upholding a commitment to the highest professional standards
- challenging and supporting one another in our ongoing learning and growth as professionals
- implementing innovative and effective strategies, approaches and practices for teaching and learning

...which models and builds leadership in staff and student by...

- encouraging and celebrating dedication and achievement by our students and staff
- sharing responsibility for the student successes

## **I.V. Macklin Public School**

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### **Our School**

Our school provides multiple and varied opportunities for students to succeed, which we feel looks different for each individual student. We emphasize whole child education, including academic, social, emotional, physical, and moral development. To help our learners reach their fullest potential, teachers are committed to meeting children's needs by providing authentic learning experiences and instilling the 21st Century skills required to thrive in our ever-changing world. Practicing education this way allows our students to develop tremendous collaborative and cooperation skills moving them towards a brighter future.

### **School Contact Information**

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School Office Hours: 8:18 am-3:30 pm

School Telephone Number: 780-513-3391

School Website: [http://www. https://ivmacklin-gppsd-ab.rallyonline.ca/](http://www.https://ivmacklin-gppsd-ab.rallyonline.ca/)

Facebook: <https://www.facebook.com/ivmacklinpublicschool/>

To reach any staff member via email use the following template below:

- Type in staff members' "[firstname.lastname@gppsd.ab.ca](mailto:firstname.lastname@gppsd.ab.ca)"

### **School Administrative Team**

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Mrs. Tracey Farn, **Principal**

Mrs. Charlene Wold, **Vice Principal**

### **Communication**

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Throughout the school year you will receive emails from the classroom teachers and administration sharing pertinent information. This process has ensured timely and accurate information for any up-and-coming school events. We are also committed to sharing newsletter information, such as what is happening at our school and upcoming events on our Facebook page. You can follow our page at: <https://www.facebook.com/ivmacklinpublicschool/>. Additionally, on our school website, you will find our year of events calendar.

### **Visitors/School Security**

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Please use the front entrance by the office to enter the school. ALL other school doors will remain locked throughout the school day - **CHECK IN WITH THE RECEPTION UPON ARRIVAL.**

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All visitors and volunteers coming to the school must sign in and out at the office. Visitors are required to wear a visitor's pass. This ensures we are aware of all visitors in the building and protects your safety during any school evacuations.

## Surveillance Cameras

Please be aware to better serve the students and community of Grande Prairie, IV Macklin has surveillance cameras inside and outside the building.

## Animals on School Grounds

Bylaw Officers are responsible for enforcing **Bylaw C-1226**. C-1226 states that **"The Owner of a dog shall ensure the dog does not enter or remain in or on any area where dogs are prohibited by posted signs, or within five (5) meters of a playground, athletic field or school ground."**

## Vandalism

We ask for the support of all students and parents in reducing vandalism to a minimum. The cost of repairing vandalism comes directly from money which could be spent on education.

If you see any acts of a suspicious nature around the school during the day, evening or on weekends, please call **780-830-5700**. This is the number for the Grande Prairie Police complaint line.

## To Begin the Day...

The bell rings for students to come into school and prepare for classes at 8:18 am, when the doors open. Classes begin at 8:28 am.

## To End the Day...

Parents, siblings, and all caregivers are to wait outside for children to meet them.

Students must leave the school building and grounds within 15 minutes of dismissal unless they are involved in a staff supervised activity. If children are not picked up within 15 minutes, they are to come and let the office know, so parents can be contacted.

**THERE IS NO PLAYGROUND SUPERVISION BEFORE OR AFTER SCHOOL.**

## Entrances

Students have been assigned the following entrances for entering and leaving the school:

- **Front Entrance:** Grade 7 and Grade 8 Students, Visitors, Volunteers and Staff
- **East Front Entrance:** Kindergarten and KinderPal
- **East Side of School:** Grade 1T, Grade 1/2T, Grade 2C, Grade 3M & G, and 4M
- **North Playground Entrance (around the building):** Grade 5 and Grade 6

The student boot racks are located close to their designated entrances. During the school day, all entrances, except for the Front Entrance, remain locked to ensure the safety of our students. **Visitors to the school must enter the office and check in with the receptionist.**

## Parent Parking

All students who attend I. V. Macklin live within our boundary area, which means they are within walking distance of the school. Please help us reduce traffic around the school by encouraging your child(ren) to walk to school.

**Parents are NOT permitted to park in the Staff Parking Zone on the South Side of the school – this is for STAFF PARKING ONLY. Visitor parking is on the school's West side.**

## Traffic/Transportation

A "Safety First" approach to making the streets around our school safer for our children is necessary. Parents can help in the following ways:

- DO drive slowly and with caution in the school zone
- DO arrange for carpools
- DO arrange to meet your children at a spot a block or two away from the school
- DO expect your children to walk to and from home whenever possible
- DO encourage your children to use the route with the least traffic

- DO encourage your children to cross streets at designated crosswalks
- DO remind your children to cross streets with care and not expect cars to stop for them
- DO encourage your children not to walk on snowbanks along the street
- DO encourage your children to make eye-contact with the driver prior to crossing
- DO **NOT** drive into or park in the Disabled Parking Zones in front of the school
- DO **NOT** use the staff parking lot as a student drop-off and/or pick-up area. Requiring and encouraging children to be in the parking lot is unsafe when drivers need to back up in the lot.
- DO **NOT** jay-walk with your children or encourage them to jay-walk to meet you. Please use the **CROSSWALKS**.
- DO **NOT** stop or park in school bus loading zones.

## Lunch Time Policy

Except for school-related field trips and activities, **students are expected to remain on the school campus throughout the school day including over the lunch break.** Students may be given occasional permission to leave the campus by the administration if they have a note signed by parents, or parents have phoned the school and talked to a receptionist. If parents wish for their child to go home for lunch on a regular basis, parents must contact the school to make arrangements. In these events, **students are expected to sign out at the school office and sign back in when they return to school.**

**PLEASE NOTE:** Students going home for lunch **are not allowed to take anyone else to the house with them.**

## Library

Our Library and its resources are for the benefit and pleasure of all individuals in the school. Students may borrow resources from the library provided they return them by the due date. All classes can schedule a library period each week and can also exchange books throughout the day with permission from their teacher. **Students will be charged for any items borrowed from the library which are lost or damaged.**

## Attendance

Educational research has identified regular school attendance as a key factor in student academic success. **Also, Section 12(b) of the School Act states that the student is responsible for attending school regularly and punctually.** Students should attend school unless prevented from doing so by illness, bereavement, or other exceptional circumstances. If your child is ill or is to be absent for some other reason, **please call the school (780-513-3391).** **Parents can leave a message on the day of or prior to the absence, 24 hours a day.**

Parents of students who are habitually late or absent from school or classes, will be contacted by phone/e-mail and/or a letter sent home to inform them of the problem and potential disciplinary actions.

## Changes to Personal Information/Emergency Contact

Students or parents may have changes to their initial registration form during the year, i.e., medical conditions, address, place of employment, telephone numbers, custody agreements. Any changes should be reported to the school office as soon as possible to keep our records updated. It is important for the school to have current home, cell, and business phone numbers, email and home addresses, so parents can be contacted in the event of illness or injury. The school should also be informed of any special health conditions, which may affect student behavior or performance.

**PLEASE CONTACT THE OFFICE WITH ANY CHANGES TO YOUR PERSONAL or EMERGENCY CONTACT INFORMATION.**

## Custody of Children

We are best able to support your child and be sensitive to situations when we are aware of custody, visiting rights or special instructions. If your family has these circumstances, please make sure the school is provided with a written copy of the current legal agreement. Unless a court order specifically prevents it, both parents have the right to visit the school, attend interviews and have access to information about the student's educational progress.

## Communication: Telephone Calls and Messages

Except in the case of an emergency, students will not be called to the telephone during operational hours. Students' personal cell phones must be turned off and not used during instructional hours or inside the school unless with specific permission of a staff member. Parents, please discourage your child from texting or phoning you during school hours. Also, any messages you wish to provide your child should be done through the office, or students can check texts and phone messages at the end

of the day. Should you have a message for your child, please call as early as possible to ensure sufficient time for messages to be delivered. Our reception will take a message on your behalf and ensure your child receives it.

If a parent would like to contact a teacher by telephone, please call the office to leave a message and they will return your call at their earliest convenience.

### Dropping Off Items for Students

Any items, supplies, lunches, etc. being dropped off for students are to be left at the school office. The student will be called to the office or delivered to their classroom.

### Health and Medications

If your child has any medical concerns, diagnosis, allergies or is on any medications, please ensure the school is aware. If your child needs medication prescribed by a doctor regularly, contact the school office. To comply with District Policy, we will require written details of the medication program, the various reactions which may manifest if the medication program is not followed or in case of an emergency, and completion of appropriate forms which are available in the office.

For more information, please refer to **AP 316** and **317**, on the division website.

### The Role of Parents/Guardians

We encourage our parents/guardians to be actively involved in the education of their children. This includes:

1. Maintaining healthy routines at home so children can do their best at school:
  - Establishing early, regular bedtimes (beginning before the start of school in the fall) (recommended 10-12 hours of sleep/night).
  - Encouraging active play and limiting the amount of time in front of the television, computer, and video games.
  - Creating tech-free time zones in your home for all, including mealtime and sleeping time (no screens - TVs or devices - in bedrooms overnight).
  - Ensuring children eat a balanced, healthy breakfast and providing them with nutritious snacks and lunch for school.
  - Limit junk food, we request our students not bring candies, chocolate bars, chips, pop, and other “junk food” as a school snack. The school day is prime learning time and for some students these items interfere with their focus and learning ability.
  - Setting a regular home routine, including appropriate times and space for the reading or other school related work to be done.
  - Setting routines in your home which encourage good behaviour and provide structure to help your children build self-control.
  - Ensuring children arrive at school in time to make a relaxed transition to the classroom before the start of the school day at 8:28 a.m. (Doors open at 8:18 a.m.).
2. Supporting and being involved in the life of the school:
  - Actively participating in the School Council and school fundraising activities.
  - Reading and regularly checking school communications: newsletters, emails, and Facebook.
  - Communicating frequently with teachers.
  - Supporting the work of the teachers and administration.
  - Addressing any concerns appropriately and according to the established practices.
  - Promoting positive, purposeful, and relaxed conversation about school with your children.

### Visitors to the School / Parent Volunteers

For the safety of our students, we ask for all visitors to the school to sign in and get a “Visitor” tag at the office.

In past years, parents have been involved as helpers or advisors in several capacities. Any parents interested in any of these, or similar activities are requested to speak to the appropriate teacher or to leave their names at the office. We can use all the assistance you are willing to give us! **PLEASE BE ADVISED**, we require a current **Vulnerable Sector check** for parents to work with students. A letter is available at our office to request the check at the RCMP with no cost to the volunteer. Please stop by the office to sign-in and pick up a “Volunteer” tag to identify you as a volunteer in the school when volunteering.

Students from other schools or youths who are not attending school are not permitted in the school or on school grounds at any time during the school day, 8:00 a.m. – 4:00 p.m. I.V. Macklin Public School students should not be at any other school during school operational hours without permission from that school.

### Confidentiality

Please remember when you visit the school, any information you hear about staff or students must remain confidential. You cannot share this information with anyone, in or out of the school. If you have any concerns with something you hear or observe in the school, you should discuss this with your child's teacher or the school administration.

### Locks and Lockers

Lockers have been placed in the school for convenience and use by our students, but they are the school's property. They and their contents are subject to opening and inspection by the principal or designates at any time. Students are responsible for maintenance, care, and the contents within the locker to which they are assigned. Students should not share their lockers or locker combinations with anyone.

### Personal Belongings

The school, the School Board and its insurers are not responsible for valuables lost, stolen or damaged while on school property. Parents are asked to ensure students leave valuable items at home. Personal items brought to school should be clearly labeled with the student's name. In any case, **students should not share their hall locker or gym locker combinations with anyone else.**

Students should not have large sums of money or other valuables, on their person. **Teachers will not accept money or other valuables for safekeeping.**

**Lost and Found bins** are located throughout the school. These items are placed out during the first and second reporting periods, before Christmas, Spring Break and the second last week of June. Parents are encouraged to check the bins regularly. **Any unclaimed items are donated following each of these displays.**

### Digital Devices – 21<sup>st</sup> Century Literacy

Digital Devices (cell phones, iPods, cameras or other electronic devices) are powerful. Students are expected to use any digital device respectfully. Here are the standards:

- Digital devices may be used before 8:28 am and after school
- For Grade 7 and 8 students they may be used at lunch recess, during the 10-minute recess break
- Teachers decide how cell phones/digital devices are to be managed in their individual class
- Texting, gaming and/or any other non-related school use is not appropriate during class
- Inappropriate use of digital devices will result in confiscation and/or loss of privilege
- Digital devices are the responsibility of the student
- **Due to Freedom of Information and Privacy Protection concerns, students must not take pictures in the school or at school events unless directed by a staff member.**

**Any students who do not use their access to the Internet appropriately will lose their privileges.**

### Student Transportation

Students who ride **skateboards** or **scooters** to school should carry them once they reach school property and ensure they have a secure way of storing them (i.e., bike locks, lockers). **Bikes** should be locked up in the bike racks using a quality lock during school hours. They should not be ridden on school grounds during school hours. Students who **rollerblade** or wear "Heelies", to school are to remove them in the boot room when they arrive and ensure they have indoor shoes to wear at school. Recreational use of these items is not permitted during recess or on school property, sidewalks, or parking lots until after 4 p.m. **Bike helmets are required by law.**

Although some students reach the legal age to operate motorized vehicles, this includes scooters, while attending I.V. Macklin, they are not allowed to drive these vehicles to school.

### Nut Sensitive Practice

I.V. Macklin Public School has students who suffer from severe allergies to nut products. The consequences of even incidental contact with nuts, and nut butter, can produce severe and even life-threatening results. We, therefore, ask parents and

students cooperation in our school environment being “Nut Sensitive”. We acknowledge students may need a chance to snack during class time, but we request these snacks be nut-sensitive to ensure the classroom is safe for students with allergies.

## Student Dress

At I.V. Macklin school, we adhere to the Grande Prairie Public School division policy **AP350 and 350.1** on [Student Dress code](#).

Students should dress in a way which facilitates learning. Different forms of dress are appropriate in different situations. The dress of students should contribute to a school atmosphere conducive to learning and movement throughout the day. Our division encourages students, under their parents' supervision, to maintain high standards of dress, grooming and appearance which comply with the school's dress code. Parents and students carry the responsibility for adhering to their school's dress code.

### **Guidelines:**

1. Dress should be clean and tidy.
2. Suitable clothing is necessary for Science Labs, Shop, Home Ec. and Physical Education. Students in Grades 7 & 8 must have a change of clothing for P.E.: running shoes, socks, T-shirts, shorts or sweatpants.
3. As per **Grande Prairie Public School Division's Administrative Procedure 350.1**, students **must not** wear any of the following at school:
  - 3.1. Clothing that is offensive, discriminatory, suggestive, violent, and gory or has inappropriate language or graphics;
  - 3.2. Clothing that promotes alcohol or drug use;
  - 3.3. Clothing that reveals undergarments;
  - 3.4. Clothing that exposes the midriff, breasts, buttocks;
4. Any slogans need to be respectful. Clothing, which is offensive, discriminatory, suggestive, violent, gory or has inappropriate language or graphics; T-shirts displaying “negative or school inappropriate attitude” messaging, crude sayings, obscene pictures, vulgar language, or which advocate illegal activities, such as drug or alcohol use, will not be tolerated.
5. Headgear, unless for religious reasons, will depend on the classroom teacher's individual classroom rules. Students must be aware of different rules within each classroom and should be aware of classroom expectations. Headgear must not contain any offensive, discriminatory, suggestive, violent, gory or inappropriate language or graphics. Headgear must also not promote alcohol or drug use.

Students wearing clothing, which a staff member feels should be addressed, based upon the guidelines above, will be spoken to privately by school staff and given the opportunity to change and/or cover up. The rule of thumb is, “if in doubt, rule it out”.

**\*\*We ask that any adults who are visiting the school and/or participating in school events be respectful of the dress code expectations.**

Occasionally accidents happen at school and clothing gets muddy, or wet. All students are encouraged to have a secondary set of dry clothes available to them at school. Students can store their extra clothes in a labelled bag and store them in their lockers.

## Addressing Dress Code Concerns

Students in violation of the dress code will be given opportunities to change into clothing which meets school requirements in a way which maintains their dignity.

Schools will work with students and their families to understand appropriate standards of dress in schools. Continual violation of the school dress code will be addressed through **AP 350** and the school's progressive discipline practices. Further Detail in **AP 350.1**.

## Footwear

**Students need one pair of indoor shoes, which have not been worn outside, suitable for wearing in the gymnasium.**

**ALL OUTSIDE FOOTWEAR MUST COME OFF AT THE DOORS AS THE STUDENT ENTERS THE BUILDING.**

Students will store outdoor shoes on the appropriate boot rack or in their locker. **Street shoes or running shoes, worn outside, are not allowed in the gymnasium.** Please put your child's name on their shoes, so if a mix-up occurs, we can identify them. All shoes' students wear in the school must have non-marking soles.



As a courtesy, ALL VISITORS, PARENTS AND YOUNG SIBLINGS ARE ASKED TO REMOVE OUTDOOR SHOES AS THEY ENTER THE BUILDING.

## Halloween Costumes

Keeping in mind, we are a K-8 school, we ask parents to help to choose appropriate costumes for school. Please choose costumes which are positive, festive, humorous and gentle.

Things to avoid:

- Fake blood
- Violence or violent characters
- Extreme or disfiguring injuries
- Fake plastic or wooded weapons
- Gory or repugnant themes

## Student Discipline

The Student Discipline Policy at I.V. Macklin Public School is based upon the **Declaration of Responsibilities and Rights** and the **Student Code of Conduct** printed below. The Declaration of Responsibilities and Rights outlines staff expectations of students. Parents are asked to discuss the contents of this student handbook with their children.

## A Declaration of Responsibilities and Rights

It is my **responsibility** to act in ways which show respect and caring towards myself, others, and my environment.

I have the **right** to a safe and secure learning environment.

It is my **responsibility** to treat others as unique individuals, to listen to others and to honour differences.

I have the **right** to be myself, to make appropriate choices, to express myself and be heard.

It is my **responsibility** to treat others in a fair, just, and reasonable manner.

I have the **right** to be free from all forms of harassment.

It is my **responsibility** to support and to value communally determined goals.

I have the **right** to participate as an active member in my community.

It is my **responsibility** to do my best to achieve as a student.

I have the **right** to quality instruction, and support of my learning experiences.

## GPPSD Student Code of Conduct

Student behaviour that does not comply with the school code of conduct should be dealt with promptly. Disciplinary measures will be implemented fairly. To ensure that disciplinary measures are fair, decisions regarding the use of specific disciplinary measures will consider the nature of the behaviour, the effect of the behaviour upon others, previous conduct of the student, the age and individual needs of the student and other relevant factors: [Student Code of Conduct](#)

## Acceptable and Unacceptable Behaviours

Students demonstrate **acceptable behavior** when they:

- attend school regularly and punctually,
- are ready to learn and actively engage in and diligently pursue their education,
- ensure their conduct contributes to a welcoming, caring, respectful and safe learning environment which respects diversity and fosters a sense of belonging, respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- are accountable to their teachers and other school staff for their own conduct, and positively contribute to their school and community.

Students demonstrate **unacceptable conduct** when they engage in:

- threats,
- conduct which endangers others,

- encouraging conduct which endangers or may endanger others,
- encouraging unacceptable conduct,
- use or display of improper, obscene, or abusive language,
- distribution or display of offensive messages or pictures,
- theft, including identity theft,
- assault,
- willful damage to school or others' property,
- use, possession of, distribution of, or active contact with, or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity,
- use, possession, or active contact with a weapon on a student's person, in a student's locker or desk, on school board property, or in a vehicle on school board property used by a student or occupied by a student as a passenger,
- attending school or any school-related activity under the influence of illicit drugs, alcohol, or inhalants,
- personal or sexual harassment,
- hazing, initiation activities; the formation of gangs or secret organizations,
- extortion,
- disruptive behaviour, willful disobedience, or defiance of authority,
- interfering with the orderly conduct of classes or the school,
- tampering with fire alarms and safety equipment,
- criminal activity,
- contravention of the school's code of conduct,
- bullying including cyber-bullying, contributing to the unacceptable behavior of others through by-stander activities.

**Minor Misbehaviour:** those which tend to be a part of normal youth development and are infrequent; yet from time to time impede the orderly operation of the classroom and/or school while not threatening the safety or well-being of other students or staff.

Examples:

- late arrival for class
- failure to bring required resources
- minor class disruptions
- inappropriate remarks
- apathy, lack of responsiveness
- pushing, shoving, arguing
- infrequent truancy/skipping
- incidental profanity
- dress code violations
- violation of classroom-based expectations

**Disruptive Behaviour:** those which occur more frequently than minor misbehaviors or are sufficiently serious to pose a more persistent threat to the integrity of the learning environment of the school, but not serious enough to endanger the well-being of others or to damage school property. While these behaviours may be managed by the classroom teacher initially, they may become chronic or serious enough that administrator intervention is required.

Examples:

- chronic minor offences
- offensive/obscene/profane language
- repeated apathy disrespect/insubordination/defiance
- non or poor attendance
- truancy/skipping petty stealing
- cheating/plagiarism

**Severely Disruptive Behaviour:** those which are serious enough to significantly or persistently disrupt the education of others, endanger the safety and security of others, or significant damage to school property. Administrator intervention is required at this level.

Examples:

- disruptions to operations/safety
- illegal activity
- physical violence
- racial/gender, religious misconduct
- sexual misconduct

- repeated vandalism
- non-verbal/verbal abuse
- weapons
- alcohol/drugs
- chronic attendance/truancy
- personal harassment bullying
- theft

## Emergency Protocols

I.V. Macklin and all other GPPSD Schools are part of an emergency response plan called Hour Zero. For more information, please refer to [AP 165](#) on the division website.

At I.V. Macklin School we are committed to the safety and wellbeing of your children. On a regular basis, we will practice Emergency Evacuation, Lock-Down, Hold and Secure, and Shelter-In-Place drills. To ensure the safety of all students and staff all doors are locked throughout the day, except our front entrance. **Visitors are asked to use these doors and check in to the office upon entrance to the school.**

**EMERGENCY EVACUATION:** Used when it is safer to be outside the building than inside, e.g., fire

**HOLD AND SECURE:** Used when a security threat or criminal activity is outside of the school. All exterior doors are locked; interior doors remain in the normal state. Movement is permitted within the building, inside activities can continue. No one is allowed in or out of the building.

**SHELTER-IN-PLACE:** Used to direct and control movement inside the school building when it is safer to remain inside and there is no threat of violence. Typically associated with severe weather warnings.

**LOCK-DOWN:** Used for a threat of violence inside the school. During LOCK-DOWN our student population will move to lockable rooms and lock the doors. In the case of a real emergency protocol being used, we remain in a state of awareness until we have confirmation from the authorities it is safe to proceed as usual.

These drills are practiced throughout the school year, so our students are comfortable with the procedures.

## Violence Threat Risk Assessment (VTRA)

The primary purpose of the VTRA protocol is to provide an established and practiced approach to assessing students who may be on a pathway towards violence and provide multi-disciplinary interventions which decrease the risk, prevent injury, and support students in receiving the help necessary to address the issues leading to high-risk activities. Grounded in a multi-disciplinary approach, the intent of the VTRA protocol is to create and maintain a system where all members of our school families and the wider community are safe. The protocol is intended to be inclusionary, meaning students demonstrating worrisome or threat making behaviours are supported through multi-agency interventions. The intent of the protocol is not to exclude students from the system. The Assistant Superintendent is responsible for supporting schools in VTRA matters.

## Behaviour Outside of School

Under the **Education Act (2012)**, students are accountable for activities which impact the opportunity for others to learn, whether these activities occur on school property or off school property and whether these activities occur within school hours or outside school hours. Behaviours, by students, which impact the physical, emotional, or social well-being of other students, regardless of place or time, will be addressed by the school, under this code of conduct. **Education Act (2012), Sec 31(e)**

## Principles Regarding Discipline

Our division adopts the following principles regarding discipline measures:

- Discipline should foster mutual respect, teach social responsibility, and encourage an understanding of personal responsibility among students.
- Appropriate student conduct will be established largely using effective student management strategies and the development of a welcoming, caring, respectful and safe environment in classrooms and schools.
- Preventive discipline measures are the most effective. Early intervention to resolve discipline concerns is desirable.
- Implementing and maintaining the student code of conduct within the classroom is the teacher's responsibility.
- The use of school-based resource teams is recommended where appropriate.
- Involvement of district resource personnel and community agencies is encouraged.

## **Possible Consequences**

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Failure to meet the expectations for behaviour and conduct shall result in some or all the following consequences:

- Problem solving, monitoring or reviewing behaviour expectation with the student;
- Temporary removal of privileges;
- Detention of student;
- Temporary exclusion of student from class;
- Parental involvement;
- Behaviour contract with student;
- In-school suspension;
- Restitution for property damage to an individual or board;
- Referral to attendance board;
- Out-of-school suspension;
- Involvement of police;
- Reassignment of educational location; and
- Expulsion from a school or all district schools.

## **Alcohol and Drugs**

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Grande Prairie School Division Policy states, students who come to school or to a school function under the influence of drugs or alcohol or in possession of alcohol, drugs or drug paraphernalia are automatically suspended from school.

## **Smoking**

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In accordance with Grande Prairie School Division Policy, I.V. Macklin Public School is a smoke and tobacco free environment. Students who attend Macklin are not of legal age to possess tobacco products and are prohibited from possessing tobacco products and smoking related materials such as electronic cigarettes, lighters, matches and rolling papers and extends to the use of chewing tobacco and e-cigarettes and other vaporizing methods used to consume tobacco or use nicotine while at school. Students are expected to refrain from smoking on property adjacent to the school at the request of property owners and community members. Students who violate this policy will be referred to the school administration for disciplinary action.

## **Hands-Off Policy**

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In order to protect and respect the safety and dignity of students, I.V. Macklin School maintains a “HANDS-OFF” policy for all students, at all times, during their time at school. This policy strictly forbids any type of negative or inappropriate physical interactions between students (i.e., slapping, punching, kicking, pushing, tripping, play fighting, etc.). The “HANDS-OFF” policy also refers to touching or taking other people’s property. Once these expectations are clearly explained to the students at the beginning of the school year, they are consistently monitored, and consequences will apply when necessary.

## **Cleanliness of School Premises**

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All students are expected to use good judgment to help in the upkeep of the school. Specific rules that will be enforced include:

1. No writing on desks, walls or in the bathrooms.
2. Proper use of garbage containers, both in the school and on the school grounds.
3. **ALL** students are asked to remove their outdoor footwear when they enter the school and to leave their outside footwear on designated boot racks or in their locker. Footwear stored on the shelves in the entrance are left at the student’s risk. Students should place their name in their shoes for ease of identification. Students are urged to keep a clean pair of shoes in their locker.

## **Inclement Weather**

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The school will not have outdoor recesses when the weather is -25 Celsius or colder with the wind chill. Research shows it is important for our children to get a break, fresh air, and sunshine every day; please have your child dressed for all weather conditions so they are prepared for outdoor elements.

## **Teaching and Learning at I.V. Macklin Public School**

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### **Student Evaluation and Reporting Procedures:**

Individual student progress is evaluated on an ongoing basis in relation to student ability, individual student performance, and expectations of grade level. A wide variety of tools and strategies are used in evaluating students to ensure comprehensive, accurate and fair evaluation is possible.

There will be three formal reporting periods in the school year (see website calendar for dates). Student progress reports constitute only one form of communicating student progress. Parent-student-teacher conferences will be held following the issuing of the first two student progress reports. These, along with review of student work, attendance at parent information evenings, student work exhibitions, and on-going informal communications with teachers will help provide parents a comprehensive view of the true progress of their child(ren).

## **Plagiarism**

Plagiarism is committed when any piece of work (ex. written assignments, representations, video, digital....) has been copied, in part or in whole, from someone else and is presented as being your own work.

Plagiarism can result in the following:

- a call home
- the assignment will be redone properly
- disciplinary action

## **Programming for Exceptional Needs**

All children can learn, however, may do so in different ways and at different rates. At I.V. Macklin Public School, the individual learning needs of each student, whether for remediation or enrichment, will be met by providing available programming, instruction, and resources.

An inclusive model of intervention will be used, whenever possible, to permit children with exceptional educational needs to be met within the regular classroom. Teachers will work closely with each other to assess student needs and help develop, implement, and monitor programming.

Parents will be informed of student needs which require intervention outside of those provided for all students within regular programs.

## **Extra-curricular Teams and Clubs**

All students are encouraged to participate in the many extra activities available at I.V. Macklin Public School. Clubs and teams will be announced to students at the school throughout the year and will include student sports teams, as well as a variety of special interest activities and clubs.

## **Professional Learning Fridays**

On some Fridays throughout the school year, there are full days where students do not attend school. Note these dates on your calendar so alternative childcare arrangements can be made.

During our Professional Learning time, our staff meet as teams to discuss student learning and develop strategies to further impact student success. This is a systematic look at what needs to be taught to meet the Alberta Education Program of Studies. We look at how we are teaching, what we are assessing, and what we are going to do if students are not learning. This is a critical time for our staff to have professional conversations, engage in learning opportunities, and further develop our practice to create the best schooling experience for your child at I. V. Macklin.

## **School Council**

The I.V. Macklin School Council works to improve the quality of school life at I. V. Macklin for all students. An organizational meeting will be held in September. We strongly encourage all parents to become involved with this group. We will be looking for a representative on the council from each class in the school and hope that you will consider serving on this body.

Our Council's goal is to strengthen the relationship between home and school to improve children's education.

### **What is the role of the School Council?**

- Involve parents in their children's education (at the levels of the school, school board and Alberta Education).
- Consult with the school administration on budgeting, programs, and educational priorities.
- Support the school, teachers, students, and classroom.
- The School Council sponsors some social events in the year:
  - Halloween Family Dance

- Christmas Holiday Student Dinner
- Year End Carnival