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2023 2024 School Year Hours of Operation

Grades 1-6

Monday, Tuesday, Wednesday & Friday	
8:30 am	Arrival Bell
8:40 am	Morning Instruction Begins
10:15 am – 10:30 am	AM Recess
11:30 am – 12:15 pm	Lunch Break
11:30 am	AM Kinder Dismissal
11:30 am -11:50 am	Division 2 (Grades 4 – 6) Lunch Recess
11:50 am -12:15 pm	Division 1 (Grades 2 – 3) Lunch Recess
12:15 pm	Bell - Afternoon Instruction Begins
2:00 pm – 2:15 pm	PM Recess
3:25 pm	Dismissal Bell

Thursday	
8:30 am	Arrival Bell
8:40 am	Morning Instruction Begins
10:15 am – 10:30 am	Recess
11:30 am – 12:15 pm	Lunch & Recess
12:15 pm	Arrival Bell / Afternoon Instruction Begins
2:24 pm	Dismissal Bell

Kindergarten AM Program

Monday - Friday	
8:35am	Morning Instruction Begins
10:00am – 10:15am	Recess
11:35am	Dismissal Bell

***AM Kindergarten hours do not change on Thursdays.**

2023-24 Division Calendar

epsb.ca

AUGUST • 2023

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

SEPTEMBER • 2023

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OCTOBER • 2023

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NOVEMBER • 2023

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DECEMBER • 2023

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31						

JANUARY • 2024

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FEBRUARY • 2024

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MARCH • 2024

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APRIL • 2024

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MAY • 2024

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JUNE • 2024

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APPROVED HOLIDAYS

Labour Day	September 4
The National Day for Truth and Reconciliation	September 30
Thanksgiving	October 9
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26
Winter Break	Dec. 25–Jan. 5
New Year's Day	January 1
Family Day	February 19
Teachers' Convention	February 29–March 1
Spring Break	March 25–29
Good Friday	March 29
Easter Monday	April 1
Victoria Day	May 20
First Operational Day (No Students)	September 1
First Day of Classes	September 5
Last Day of Classes	June 26
Last Operational Day	June 27

LEGEND

 	PUBLIC HOLIDAY
 	PD DAY (NO STUDENTS)
 	FIRST/LAST DAY OF CLASSES
 	OPERATIONAL DAY (NO STUDENTS)
 	TEACHERS' CONVENTION
 	TEACHERS' DAY IN LIEU (NO TEACHERS OR STUDENTS)
 	BOARD APPROVED NON-INSTRUCTIONAL DAY (NO TEACHERS OR STUDENTS)
 	WINTER/SPRING BREAK

DATES OF SIGNIFICANCE

Yom Kippur	September 25
Diwali and Bandi Chhor Divas	November 12
Lunar New Year	February 10
Eid al-Fitr	April 10
Eid al-Adha	June 17
Summer Solstice and National Indigenous Peoples Day	June 21

EDMONTON PUBLIC SCHOOLS

022 June 9, 2023

HOW TO STAY CONNECTED

SchoolZone

EDMONTON PUBLIC SCHOOLS

SchoolZone.epsb.ca is our primary means of communication with parents and students.

SchoolZone is secure website that provides parents and students with school and student information, school news and newsletters, school calendar, timetable and teacher information, attendance records – including a new feature for parents to pre-enter absences, progress reports, provincial achievement results, access to Google apps, homework, and links to resources. Also, you are able to link multiple students in one account even if they are at different schools.

Using your parent SchoolZone account, you will be able to utilize online fee payment services, apply for transportation and check your bus schedule as well as tracking yellow bus in real time via GPS. SchoolZone is available on any device connected to the internet.

Once your child is registered with EPSB, both the child and parent(s) will receive a SchoolZone account. If you have misplaced your account information or are having trouble logging in, come into the school office to get your password reset or call the office and speak to the School Administrator. **To ensure the security of your account, you may be asked questions to verify your identity before the password is reset.**

All posts follow Division policies and FOIP (Freedom of Information and Privacy) guidelines.

CONTACT INFORMATION

It is critical that you provide the school office with your current contact information (home address, email & current phone numbers) as well as emergency contact information. Please fill out the Student Information Correction Form on SchoolZone whenever you have changes,

ATTENDANCE AND LATE POLICY



Regular attendance at school is one of the single most important things you can do to set your child up for success at school. We would appreciate your assistance in ensuring that your children attend school on a regular basis. If your child is ill or will be absent from school for any reason, please inform us by calling the school office at 780-434-1362 or by sending an email to malmo@epsb.ca. Please remind your students that, if they arrive late, they will have been marked absent. Upon arrival, they must check in with the office.

Starting in 2023, you are now able to indicate your child's absences through SchoolZone at least 30 minutes before school starts.

LEAVING THE SCHOOL

Under no circumstances is a student to leave the school without first obtaining permission from the school office and being signed out. In all cases, parents must call or come in to the office to notify us if a student needs to leave school early for appointments, illness, or any other reason. If someone other than the parent is going to pick up a student, we require parental permission. We will not release a child to anyone else without this consent.

STUDENTS ON VACATIONS AND EXTENDED LEAVES

Due to the inquiry nature of our curriculum, homework is not typically provided if families take vacations or extended leaves that are not at the scheduled breaks in the school year. Please contact your child's teacher well in advance of your vacation so the teacher can advise you, as the parent, of what your child will be missing. In certain cases, due to lack of submitted and gradable work, progress reports may indicate **"IEA – Insufficient Evidence for Assessment."**

SUPERVISION

Supervision of children as they move to and from school is a shared responsibility between home and school. If your family is experiencing difficulties with this supervision schedule, please contact the school so we can work with you to try to solve the problem.

The teaching staff provide supervision before and after school as follows:

Before School: 8:20 AM - 8:35 AM

After School: 3:35 PM - 3:45 PM

We are not responsible for children on the school grounds before or after these times. Please do not have your child arrive at school before the listed times, especially in inclement weather.

SCHOOL FEES

The preferred method of payment for all school fees (including field trips) is through School Zone (our online system). In the event that this is not possible, we invite you to write a cheque for the School and send it to school with your child to give to their teacher.

LUNCH SUPERVISION & FEES

Lunch-time supervision is a fee-based service that is provided so students have a safe place to have lunch. The cost to provide this service to families is shared between the school and parents. All students who stay at school for lunch must register for and pay for the lunch-time supervision service.

Lunchroom staff are hired for supervision purposes and are on duty throughout the lunch break. These staff have the same authority as a supervising teacher.

LUNCHROOM EXPECTATIONS

Students who are involved in the lunchroom are expected to follow the following rules which are also written in the student lunch program contract. Parents are expected to review these rules with their children to ensure that they are understood. Your cooperation is appreciated.



Malmö Lunchroom Rules:

1. Stay in your seat.
2. Use polite, inside voices.
3. Eat your own lunch
4. Clean up your mess.
5. Say kind things.
6. Do not gossip.
7. Line up quickly and quietly.

School-Wide Expectations:

- Respect yourself.
- Respect others.
- Respect your school.

ALLERGIES

We are doing our best to be a peanut and tree-nut free school. Please do not send or bring any products containing peanuts or tree nut products into the school.

If your child has any other specific allergies, please ensure that you have contacted the school office. Thank you for helping to keep our school safe!

MEDICATION POLICY

If a request is made to the principal to administer prescription medication to a student at school, the following Division protocol must be followed:

1. We require a signed request from the parent and treating physician indicating the type of medication to be administered, required dosage, action to be taken in the event of possible hazards or side effects.
2. Prescription medication will not be administered unless a signed permission slip has been filed in the school office.
3. We require that your child's medication be stored, for safekeeping, at the school office. Do not put medication in a child's backpack for them to self-administer the medicine as there is a possibility another child may use it or your child may not use it properly.
4. School staff are unable to provide any medications (Tylenol, Aspirin, eye drops, etc.)

INCLEMENT WEATHER POLICY

Please ensure that your child is appropriately dressed for the inclement weather so that they will be comfortable when they are outside. It's important that your child has hats and sunscreen on sunny days, mittens, warm coats, boots, snow pants, and toques on cold winter days, and rubber boots and raincoats on rainy days.

When it is extremely cold (-23° including wind chill), storming/raining hard, or the air quality hazard rating exceeds 7, recess will be held indoors.

DRESS CODE

We are dressing for success in a learning environment. Any attire revealing undergarments or body parts that are not suitable to be seen within a learning environment are considered inappropriate. The bottom line is that OUR school is a professional workplace for students and staff members. Headwear should not be worn except for medical or religious reasons in the school. This is simply a sign of respect.

Students are required to remove outdoor shoes when entering the school. Students should wear suitable footwear of a type that will not damage the floors. Each student must have a pair of indoor footwear that is appropriate for physical education and sports activities.

LOST AND FOUND

Each year our lost and found boxes overflow with perfectly good articles of clothing. Please help the school and our students keep track of items by labeling all personal property clearly with the student's name. This includes coats, sweaters, boots, running shoes, hats, mitts and scarves, lunch boxes and backpacks, and the occasional play item brought from home to share with classmates.

Items will be displayed periodically. Any remaining items will be donated to those that are less fortunate. Found book bags, textbooks, notebooks, watches, rings, keys, glasses, and jewelry are to be turned into the office. If it is a valuable item, the safest place for it to be is at home.

VALUABLES

Malmo School is not responsible for lost or stolen items. Please emphasize to students the danger of leaving money, valuables, personal technology devices or other personal articles in their desk or other places at the school.

The monthly school newsletter helps keep parents informed of current and future happenings at the school and in the community. It will be published on School Zone in the first week of every month.

Teachers also communicate with parents throughout the year through notes in the student agenda planners, phone calls, class newsletters and interviews. Please contact your child's teacher with any questions or concerns at any time throughout the year.

BIRTHDAY BOOKS

Once again, we invite our school families to celebrate their special days, and their joy of reading, by dedicating books to our school library. In the past, families have either purchased a new book from a book store, donated money for a new book chosen from our new book shelf in the library, or they have given a much loved but gently used book of their own.

This program has contributed a significant number of wonderful books to our school library and is a source of delight to students when they discover the book they are reading contains a bookplate celebrating someone's special day. If you would like to take part, please contact our Library Technician.

BIRTHDAY CELEBRATIONS

We recognize the importance of celebrating our students as special people, along with supporting their health through implementing positive nutrition practices as well as safeguarding against possible allergic reactions or food restrictions. All students will receive a birthday pencil and bookmark.

NO FOOD of any kind (including cupcakes, cake, donuts & ice cream) will be allowed. Any food items will be sent home.

REPORTING STUDENT PROGRESS

There are four terms within the school year:

- Quarter One (Sept 3, 2020 – Nov 10, 2020)
- Quarter Two (Nov 16, 2020 – Jan 29, 2021)
- Quarter Three (Feb 1, 2021 – April 20, 2021)

- Quarter Four (April 21, 2021 – June 28, 2021)

For further information regarding student assessment, please refer to our “Student Assessment Plan” document on our school website and on SchoolZone.

RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools is committed to creating welcoming learning environments which foster understanding, respect, and responsible behavior among all members of the school community. We believe that a responsive, safe, caring and inclusive school environment is necessary for all students to learn and achieve high academic standards. As students learn by example, all members of our school community are expected to model respectful conduct, inclusive behavior and an understanding and appreciation of diversity.

STUDENT BEHAVIOR & CONDUCT

The Edmonton Public School Board supports the endeavors of staff, students, parents, and the community to ensure positive student behavior and conduct. The board also expects parents and students to recognize their responsibility in developing student self-discipline. For further information please refer to our “Student Rights and Responsibilities” document on our school website and on SchoolZone.

SHINES

At Malmo, our school culture theme will focus on the acronym SHINES.

SHINES stands for:

- S** - Show respect
- H** - Have a positive attitude
- I** - I will work hard
- N** - Never give up
- E** - Everyone cooperates
- S** - Safety counts

Students this year will be recognized for being a Malmo shining star. Malmo shines bright when our students unite! We will use the book, Be You by Peter H. Reynolds to be a joyful reminder of the many ways that every child is unique and special. We acknowledge that every student will

shine by acknowledging that they are unique and special. At our school, the mascot is the Malmo Mustang.

GENERAL SCHOOL EXPECTATIONS

In order to promote a positive learning environment all students need to:

1. Focus on their learning and be prepared
2. Respect themselves and others
3. Respect all property
4. Think safety and act safely

CLASSROOM EXPECTATIONS

Each classroom has a well-developed set of classroom behavioral expectations, which are consistent with school expectations. These expectations are communicated to parents, in written form, at the beginning of the school year.

PLAYGROUND EXPECTATIONS

Students need to:

- Play safe games that will not harm or potentially endanger themselves or others.
- Respect the rights of participants in organized games and not disrupt the activity.
- Use school and playground equipment appropriately.
- Stay in the schoolyard at recess and lunchtime.
- Put all trash in the garbage cans.
- Return to the classroom promptly when the bell rings.

TELEPHONE USAGE BY STUDENTS

Communication between home and school is of vital importance. If you need to contact your child at school during the day we request you leave a message with the office. We have found that putting phone calls directly into the classroom is extremely disruptive for your child, the teacher and the rest of the students in the classroom.

As well, students are not allowed to use the phone to arrange for social visits such as calling to ask, "Can I go to _____ place?" We believe these arrangements should be made outside school, once the student has reported home. Students are allowed to use the phone, under the supervision of an adult, in cases of illness or emergencies.

Cell phones are not permitted to be used in the school. Students who have cell phones must keep them secured in their backpacks. Any phones being used during the school day will be confiscated.

COMMUNITY

SERVICE

We believe that good citizenship is developed when individuals make a contribution to the society in which they live and work. For our students, this means making a contribution to the school. A number of opportunities for service to the school community exist for our students. We encourage all students to take the opportunity to get involved in one or more of these community service positions.

BUS STUDENTS

If a student will not be taking the bus, **parents are asked to inform the school office ahead of time.** We also ask that parents please make sure a clear plan is in place and that your child understands who will be picking him/her up or where he/she are to meet **before** leaving for school in the morning and that the teacher is advised. In the case of very young students, please write a detailed note to give to the teacher so we may properly assist the student.

We strongly discourage parents from calling the school office at the last minute with messages for their children. It makes it very difficult for the office staff and is confusing and upsetting for the children.

PARENT PARKING

Dropping off and picking up students: Traffic congestion around the school can result in dangerous conditions for our students when crossing the street. For everyone's safety, we ask that you **carefully read the information on parking below, and develop a safe plan for dropping off and picking up your children.**

Parents please remember to follow these guidelines to ensure the safety of students and pedestrians:

- Parking must be before or beyond the bus zone in the front of the school.
- The parking lot is for staff parking only.

- If at all possible, we would encourage you to pick up students on the school side of the street.

Thank you to everyone who is cooperating with this policy and helping to create a safer environment for our students and other pedestrians.

GREENFIELD SCHOOL AGE DAYCARE ASSOCIATION - Malmo Site

The Greenfield School Age Daycare Association offers quality, non-profit childcare for school aged children from kindergarten to grade 6. This program operates under the direction of an Executive Director and a Volunteer Board of Directors. The hours of the operation are 7 a.m. to 6 p.m. including a full day program during holidays, PD days and Teachers Convention as well as in July and August. Childcare staff qualifications meet and/or exceed standards set out by the province and the city. For further information, please contact their office at 780-435-4532.

MALMO PRE-KINDERGARTEN PROGRAM

The Pre-Kindergarten Program is located in Room 15. This program is run by a Parent-Cooperative group who foster a “learning through play” philosophy for 3 and 4-year-olds. For further program information, contact them at registrar@malmopreschool.com or 780-438-0431.