



Handbook

2024-2025



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2024 - 2025 School Year Hours of Operation

Grades 1-6 Monday, Tuesday, Wednesday, Friday (MTWF)	
8:15 – 8:30 – 8:35 AM	Morning Supervision – Warning Bell – Instruction Begins
10:10 AM – 10:25 AM	AM Recess
11:37 AM – 11:52 AM	Lunch Recess
11:52 AM - 12:17 – 12:22 PM	Lunch – Warning Bell - PM Instruction Begins
2:00 PM – 2:15 PM	PM Recess
3:24 PM	Dismissal Bell
Grades 1-6 Thursday (TH)	
8:15 – 8:30 – 8:35 AM	Morning Supervision – Warning Bell – Instruction Begins
9:45 AM – 10:00 AM	AM Recess
11:05 AM – 11:20 AM	Lunch Recess
11:20 – 11:45 – 11:50 PM	Lunch – Warning Bell - PM Instruction Begins
11:50 AM	PM Instruction Begins
2:05 PM	Dismissal Bell

Kindergarten AM Program	
Monday, Tuesday, Wednesday, Friday (MTWF)	
8:15 – 8:30 – 8:35 AM	Morning Supervision – Warning Bell – Instruction Begins
10:10 AM – 10:25 AM	AM Recess
11:37 AM	Dismissal Bell
Thursday (TH)	
8:15 – 8:30 – 8:35 AM	Morning Supervision – Warning Bell – Instruction Begins
9:45 AM – 10:00 AM	AM Recess
11:05 AM	Dismissal Bell

Kindergarten PM Program	
Monday, Tuesday, Wednesday, Friday (MTWF)	
12:17 PM - 12:22 PM	Warning Bell - Afternoon Instruction Begins
2:00 PM – 2:15 PM	PM Recess
3:24 PM	Dismissal Bell
Thursday (TH)	
11:45 AM - 11:50 AM	Warning Bell - Afternoon Instruction Begins
2:05 PM	Dismissal Bell

2024-25 School Year Calendar

AUGUST • 2024

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER • 2024

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28	29	30				

OCTOBER • 2024

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Important dates

First Operational Day (no students)	August 28
First Day of Classes	August 29
Winter Break	Dec. 23–Jan. 3
Teachers' Convention	February 27–28
Spring Break	March 24–28
Last Day of Classes	June 25
Last Operational Day	June 26

NOVEMBER • 2024

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DECEMBER • 2024

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JANUARY • 2025

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Approved holidays

Labour Day	September 2
The National Day for Truth and Reconciliation	September 30
Thanksgiving	October 14
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26
New Year's Day	January 1
Family Day	February 17
Good Friday	April 18
Easter Monday	April 21
Victoria Day	May 19

FEBRUARY • 2025

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MARCH • 2025

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APRIL • 2025

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Dates of significance (no students)

Yom Kippur	October 11
Diwali and Bandi Chhor Divas	November 1
Lunar New Year	January 29
Eid al-Fitr	March 31
Eid al-Adha	June 8
Summer Solstice and National Indigenous Peoples Day	June 21

MAY • 2025

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JUNE • 2025

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30	31					

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

HOW TO STAY CONNECTED

SchoolZone

EDMONTON PUBLIC SCHOOLS

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

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

Use your parent SchoolZone account to pay fees online, apply for transportation, check bus schedules, as well as tracking the 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, contact 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

If your child is ill or will be absent from school for any reason, please call the school office at 780.434.1362 or send an email to malmo@epsb.ca.



You are now able to indicate your child's absences through SchoolZone at least 30 minutes before school starts. Remind your students that, if they arrive late, they will have been marked absent. Upon arrival, they must check in with the office.

DROP OFF

The school is not responsible, or able to provide supervision, for any children who arrive before 8:15 AM. Students in Grades 1-6 can choose to wait at the Front/East side of the building, or at the Back/West side of the building between 8:15 and 8:30 AM. Students in Kindergarten can wait inside the front lobby during this time.

PICK UP

Parents must notify us if a student needs to leave the school early for appointments, illness, or any other reason, and students must be signed out in order to leave the school. If someone other than the parent is going to pick up a student, we need parental consent.

If your child normally takes the bus and you would like to pick them up, we ask that you call the school by 2:30 PM (MTWF) or by 1:00 PM (Thursday) to let us know. Giving notice of approximately one hour before dismissal, allows the office time to ensure every student's transportation is recorded accurately. We would also appreciate it if parents and guardians wait until dismissal time, 3:24 PM (MTWF) and 2:05 PM (Thursday), before asking for their child to be released. Frequent early pickups disrupt the learning environment for your child and for the other children in the school.

SCHOOL FEES

The preferred method of payment for all school fees (including field trips) is through School Zone. If you are unable to use online payment, please bring your payment in cash.

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.

<p>Malmo Lunch Rules:</p> <ol style="list-style-type: none">1. Stay seated.2. Use polite, inside voices.3. Eat your own lunch.4. Clean up messes.5. Say kind things. Use kind actions.6. Line up quickly and quietly.	<p>School-Wide Expectations:</p> <p>Respect yourself.</p> <p>Respect others.</p> <p>Respect your school.</p>
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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 you 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.

BLUE DOT DAYS

We will have 'Blue Dot Days' whenever it is extremely cold (-23° or below - including wind chill), if it is storming/raining hard, or the air quality hazard rating exceeds 7. On Blue Dot Days, students will remain indoors during morning supervision and recesses.

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 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. For example, soccer cleats are not allowed at school due to the damage they cause. 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, scarves, lunch boxes, and backpacks. Items will be displayed periodically. Any remaining items will be donated to those that are less fortunate.

VALUABLES

Malmo School is not responsible for lost or stolen items. Please emphasize to students the danger of bringing money, valuables, personal devices or other personal articles to school.

COMMUNICATION

The Principal's Newsletter helps keep parents informed of current and future happenings at the school and in the community and will be posted to SchoolZone.

Teachers will communicate with parents throughout the year in a variety of ways. This includes: agenda messages, phone calls, monthly newsletters, and/or parent-teacher interviews. Please contact your child's teacher with any questions or concerns throughout the year.

STUDENTS ON VACATIONS AND EXTENDED LEAVES

Homework is not provided if families choose to take vacations or extended leaves that are not at the scheduled breaks in the school year. In certain cases, due to lack of submitted and gradable work, progress reports may indicate "IEA – Insufficient Evidence for Assessment."

BIRTHDAY CELEBRATIONS

All of our students are special people and we celebrate with them each milestone. For birthdays, we invite students to get a birthday pencil from the office. Please reach out to your child's homeroom teacher ahead of time for approval if you would like to send treats.

REPORTING STUDENT PROGRESS

Progress reports are released on SchoolZone in O'Fall, Spring, and at the end of the year. For further information regarding student assessment, please refer to the "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



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 students and parents, in written form, at the beginning of the school year.

PLAYGROUND EXPECTATIONS

- Play safe games that will not harm or potentially endanger themselves or others.
- Respect the rights of all participants in organized games.
- 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

Cell phones and other personal electronic devices are not permitted to be used by children during the school day. If your child needs to bring a cell phone to school for safety reasons, it must be stored in their backpack or in the school office and used exclusively before and after school. During the school day, students and parents can contact each other using the school phone, if needed.

LEADERSHIP AND SERVICE

We believe that good citizenship is developed when individuals make contributions to the society in which they live, learn, and work. For students, this means being actively and positively engaged with the school as their learning community. We encourage all students to get involved in any school leadership and service club opportunities.

GET TO SCHOOL - EPSB YELLOW BUS INFORMATION

Schools and families can find information about children’s yellow bus routes and schedules on SchoolZone starting in mid-August and continuing through the school year.

The most important link you can use for student transportation information is:

<https://www.epsb.ca/schools/gettoschool/>

For information about your student’s transportation including route, stops, and pick and drop off times, please sign in to your parent account on **SchoolZone** and navigate to “Transportation”.

Schools and families can find information about children’s yellow bus routes and schedules on SchoolZone starting in mid-August and continuing through the school year.

Requests for changes to a student's home, pick up or drop off address or cancellation of service must be made through your child's school.

For all other yellow bus inquiries call 780.429.8585 or email Student.Transportation@epsb.ca. Be sure to include this child's full name and the school that they attend.

LATE BUS AND “WHERE’S MY BUS?”

If your child's bus is running late, Student Transportation will send out emails, phone calls or texts to notify parents about the late bus as well as expected timelines.

Click on [Where's My Bus?](#) to use real-time GPS information to locate your bus on a map. If there is a problem with the map or if your bus is late, contact Transportation directly at 780.429.8585.

To receive late bus notifications, click the [Late Bus Notification](#) and add phone numbers for Call/Text notifications. Notifications will continue to be sent via email as well.

BUS ROUTES AND CHANGES SCHEDULE

[Minimizing ride times is our highest priority when designing a yellow bus route.](#)

To keep yellow bus routes stable during the school year, but still offer flexibility for families who require changes, Student Transportation has deadline schedules for the entire year. These schedules indicate the effective date for bus route changes and the associated deadline dates. Contact the school office to make changes to route address, apply for bussing, or to cancel service.

Please be aware that all changes will be implemented according to Transportation’s deadline schedule. On the Saturday before each scheduled route change date, new route information is available on SchoolZone.

Yellow buses stop at safe stop locations, including:

- ETS bus stops
- the far side of crosswalks
- the far side of intersections
- school bus loading zones

We make every effort to provide bus stop locations within 400 meters of the student's home.

A student can be picked up and dropped off at different locations (e.g., picked up at home and dropped off at daycare) as long as:

- both locations are within the school's yellow bus service area
- both locations remain consistent every day of the week

PARENT PARKING

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

- Vehicles must not stop in the bus zone at the front of the school.
- The parking lot is for staff parking only.
- Use crosswalks. Do not “jay walk” or cross between buses.

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

ERCCA DAYCARE - Malmo Site

ERCCA 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 AM. to 6 PM. 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 ERCCA at malmö@ercca.ca or 780.990.5792.

MALMO Parent-Cooperative Pre-Kindergarten – Malmo Site

The Pre-Kindergarten Program located in Room 15 is not a part of EPSB Public Schools. Instead, it 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 teacher@malmopreschool.com or registrar@malmopreschool.com or 780.438.0431.