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PARENT / STUDENT HANDBOOK 2020-2021

(Please retain this booklet for your reference)

HOURS OF OPERATION

Grades 1-6

Monday, Tuesday, Wednesday & Friday	
8:30am	Arrival Bell
8:35am	Morning Instruction Begins
10:00am – 10:15am	Recess 1 (half of classes)
10:15am – 10:30am	Recess 2 (half of classes)
11:30am – 12:15pm	Lunch & Recess
12:15pm	Arrival Bell / Afternoon Instruction Begins
1:55pm – 2:10pm	Recess 1 (half of classes)
2:10pm – 2:25pm	Recess 2 (half of classes)
3:27pm	Dismissal Bell

Thursday	
8:30am	Arrival Bell
8:35am	Morning Instruction Begins
10:00am – 10:15am	Recess 1 (half of classes)
10:15am – 10:30am	Recess 2 (half of classes)
11:30am – 12:15pm	Lunch & Recess
12:15pm	Arrival Bell / Afternoon Instruction Begins
2:15pm	Dismissal Bell

Kindergarten AM Program*

Monday - Friday	
8:35am	Morning Instruction Begins
10:00am – 10:15am	Recess
11:30am	Dismissal Bell

*AM Kindergarten hours do not change on Thursdays.

HOW TO STAY CONNECTED WITH US AT MALMO SCHOOLZONE

schoolzone.epsb.ca

SchoolZone is a secure website that provides parents and students with school and student information. In SchoolZone, you will find school news and newsletters, school calendar, progress reports, attendance records, achievement results, access to Google apps, homework and links to resources. SchoolZone is available on any device connected to the internet.

Once your child is registered to attend Malmo School, you will receive a SchoolZone account making it easier for you to find out what's going on at school. If you have misplaced your account information or are having trouble logging in, come into the school office to get your password reset. **SchoolZone will be an important form of communication this year, please make sure you can access your account!**

Updates are posted regularly on SchoolZone by our office staff, teachers, and the Division. To ensure you don't miss a thing, you can set up automatic updates to email you every time information is posted (instead of you having to remember to check it). Also, it allows you to link multiple students to one account, even if they are at different schools. Contact the office at malmo.epsb.ca or 780-434-1362 if you have any further questions!



TWITTER



Stay updated with upcoming events and school information by following us on Twitter at: @MalmoSchool1

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

GENERAL INFORMATION

IMPORTANT DATES IN 2020/2021	
September 3rd	First Instructional Day
September 7th	Labour Day
October 12th	Thanksgiving
October 22nd - 23rd	PD Days
November 11th - 13th	Remembrance Day/Fall Recess
November 30th	PD Day
December 19th - January 3rd	Winter Break
February 1st	PD Day
February 15th	Family Day
February 25th & 26th	Teacher's Convention
March 12th	PD Day
March 27th – April 6th	Spring Break/Easter Break/Non-Instructional Day
April 26th	PD Day
May 14th	PD Day
May 24th – May 26th	Victoria Day/ Day in Lieu/ Non-Instructional Day
June 28th (Monday)	Last Instructional Day

ATTENDANCE AND LATE POLICY

Regular attendance at school is important 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 telephoning the school office at **780-434-1362** or by sending an email to malmo@epsb.ca.

We would ask that you leave the date, your child's full name and the reason for the absence. If we do not receive a call or email from you, we will call the home to check on your child's whereabouts as we follow the ABSENTEE CHECK PROGRAM for your child's safety.



We look forward to working together with students and their parents to ensure that students consistently arrive at school on time. **Late arrivals disrupt everyone's learning.** Plan as a family and support each other to be in school and ready to be a learner, on time.

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.

LEAVING THE SCHOOL

Under no circumstances is a student to leave the school during class time without first obtaining permission from the school office and signing out. When students need to leave school early for appointments, illness, or any other reason, we require them to **sign out** at the office so that we know the whereabouts of our students at all times. It also confirms that we know whom they are leaving with, and when it is not parents, that you are also aware of the situation. Parents/Caregivers **MUST REPORT TO THE OFFICE** when picking up their child and sign the child out.

STUDENTS ON VACATIONS AND EXTENDED LEAVES

Due to the inquiry nature of our classrooms, homework is not provided when families take vacations or extended leaves that are not at the scheduled breaks in the school year. We do, however, encourage daily reading and entries made in travel journals. 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. **Evaluation of missed learning may indicate "Unable to Assess" on the progress report.**

SUPERVISION

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

Before School: 8:25am - 8:45am

After School: 3:27pm - 3:35pm

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.

Supervision of children as they move to and from school is a shared responsibility between home and school. If your child experiences any difficulties in this area, please contact the school so we can work with you to solve the problem.

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 service is offered by the school 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 lunch-time supervision service.

Lunchroom aides are hired for supervision purposes and are on duty throughout the lunch break. These aides are agents of the Board and have the same authority as a supervising teacher. Students eat their lunch in a lunchroom with a lunchroom supervisor. They are provided with time to eat their lunch and clean up their eating area. After eating lunch students will play outside.

Lunch privileges for any student may be cancelled if the student's behavior, during the lunch break, is not acceptable.

LUNCHROOM EXPECTATIONS

Students who are involved in the lunchroom on either a regular or on an occasional basis are expected to follow the rules listed below. These rules are 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.

Malmo Lunchroom Rules:

1. Remain seated.
2. Use polite, inside voices.
3. Clean up your own space.
4. Walk in the hallways at all times.
5. Eat your own lunch – do not trade or share.
6. Get permission before leaving the lunchroom.

ALLERGIES

We are doing our best to be a Peanut and Peanut Product free school. Please do not send or bring any products containing peanuts or peanut 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 procedure will be followed:

1. **We require a signed request from the parent and physician indicating the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side effects.**
2. 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.
3. Medication **will not** be administered unless a signed permission slip has been filed in the school office.
4. The office does not have a supply of, and cannot provide medication such as Tylenol, Aspirin etc.

COLD WEATHER POLICY

When it is extremely cold (-23° including wind chill), or raining very hard, regular recess period will be cancelled and held indoors. Any child feeling extremely chilled should come into the school regardless of the time or the weather. Please ensure that your child is appropriately dressed for the 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.

Please encourage your child to dress warmly and to arrive at school no earlier than fifteen minutes before the am and pm bell times. Generally, students feeling well enough to come to school are usually well enough to go out for recess; however, we realize there are circumstances where this does not apply.

DRESS CODE

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.

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.

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

Malmö 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.

MONTHLY NEWSLETTER

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 contribute to the society in which they live and work. For our students, this means contributing 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.



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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 years old. For further program information, contact them at registrar@malmopreschool.com or 780-438-0431.

Thank you.

Fatima Dayoub
Principal
Malmo School