



McKee School
10725 – 51 Ave NW
Edmonton, AB T6H 0L3
P: 780-435-7140 F: 780-436-1405
E: mckee@epsb.ca W: mckee.epsb.ca

2022 - 2023
McKee School
Student/Parent
Handbook

This book belongs to:

Name: _____

Room: _____

Welcome

It is a pleasure to welcome you as a member of our 'home-school-community' partnership. This information is to support your success at McKee. Read it carefully and don't hesitate to ask any staff member for assistance. Our expectations for students remain constant. We expect them to come to school each day, on time, and ready to learn. We want them to work hard, play safely, and allow others to do the same. Thank you for your support to make this happen!

Successful operation of the school requires the cooperation and understanding of everyone concerned. Each of us is responsible for doing our part to live and work together cooperatively. We must **respect** individual differences, communicate clearly, and carry out responsibilities to the best of our abilities.

Communication between home and school is a priority at McKee School. We encourage you to check your child's agenda and SchoolZone on a daily basis, and to contact the school if you need more information or assistance. **Please ensure we have current parent and emergency contact numbers at all times.** This information can be reviewed and updated through SchoolZone.

McKee Mission

To inspire and instill successful learning for all in a safe, respectful, and culturally responsive environment.

At McKee School we believe:

- all individuals can learn and that learning is an active process.
- in a caring, nurturing, safe environment providing for the development of a positive and realistic self-image for children.
- students are unique individuals and have the opportunity to achieve at their own pace to their potential - physically, mentally, socially, and emotionally.
- home and school have a shared responsibility to assist the child in being accountable for their own learning and behavior.

McKee School Programs

At McKee, we offer the following programs:

- Half-day Kindergarten
- Inclusive classes for students in Grades 1 – 6
- Behaviour and Learning Assistance Program for students in Grades 1 – 6
- Additionally, French language instruction is offered for students in grades 4 – 6

School Hours of Operation

Kindergarten AM Schedule

8:35 am	Morning Bell
8:40 – 10:19 am	Classroom Instruction
10:19 – 10:34 am	Morning Recess
10:34 – 11:35 am	Classroom Instruction

Kindergarten PM Schedule (*if there are enough students)

12:21 pm	Afternoon Bell
12:27 – 2:09 pm	Classroom Instruction
2:09 – 2:24 pm	Afternoon Recess
2:24 – 3:30 pm	Classroom Instruction

Grades 1 – 6 Schedule

8:35 am	Morning Bell
8:40 am – 10:19 am	Classroom Instruction
10:19 am – 10:34 am	Morning Recess
10:34 am – 11:42 am	Classroom Instruction
11:42 am – 12:27 pm	Lunch
12:27 pm – 2:09 pm	Classroom Instruction
2:09 pm – 2:24 pm	Afternoon Recess
2:24 pm – 3:30 pm	Classroom Instruction

Please note – all classes are dismissed at 2:19 pm on Thursdays.

Student Drop-Off Areas

Parents must **not** park in the school bus zone, crosswalk area, or in the parking lot across the street from the 107 Street doors. Parents who pick up their children on 107 Street should utilize the marked crosswalk.

Visitor parking is available on 107 Street. Stalls in the main parking area are rented and paid for by staff, so please DO NOT USE THEM, even for a few minutes. The parking lot is out of bounds for students before and after school as well as at recess breaks and lunch hour.

Absentee Check Program

To ensure the safety and wellbeing of our students, we ask parents to inform the school if their child will be late or absent. Parents can report student absences by phone 780-435-7140 and dial 0 or e-mail mckee@epsb.ca.

Please provide:

- the child's full name with the spelling of their last name,
- their grade and room number, and
- reason for the absence; please include illness symptoms.

Consequences for Unacceptable Behaviour

Students are responsible for ensuring that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Behaviour which disrupts or threatens the educational atmosphere of the school is unacceptable. Students are expected to:

- Demonstrate academic integrity and follow the rules and regulations that are in place to benefit all members of the school community.
- Take responsibility for their behaviour, whether or not it occurs on school property or within the school day, or by electronic means.

The *Education Act* articulates that a parent of a student has the responsibility to:

- Take an active role in the student's educational success, including assisting the student in complying with Section 31 of the Education Act.
- Ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.
- Co-operate and collaborate with school staff to support the delivery of supports and services to the student.
- Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school.
- Engage in the student's school community.

Unacceptable behaviour may be grounds for disciplinary action which provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development. The specific circumstances of the situation and of the student are taken into account when determining appropriate responses to unacceptable behaviour.

When a student engages in unacceptable behaviour, consequences may include, but are not limited to:

- temporary assignment of a student to an alternate supervised area within the school,
- short term removal of privileges
- interventions such as positive behaviour supports, contracts, counselling, restorative practices
- replacement or restitution for loss of or damage to property
- in-school or out-of-school suspension
- referral to Attendance Board

Consequences, for unacceptable behavior, include support for students impacted by unacceptable behaviour as well as students who engage in unacceptable behaviour.

Bicycles

All students who ride a bicycle to school must wear a helmet. Your child's bicycle must be locked securely to the racks. Students who bring bicycles to school do so at their own risk as the bike racks cannot be supervised during school hours. For the safety of everyone, students must not ride their bike close to the school or on the tarmac in front of the school. Students are to dismount and push their bikes to the racks. The bike racks are off-limits to students during school hours.

Cellular Phones

We understand students might carry phones with them for safety to and from school. If a phone does come to school, it is expected to be turned off during school hours (including lunch and recess time) and left in the student's back pack. If students are using phones during school hours, they will be asked to hand in their phone to the office every morning and pick them up at the end of the day. **Any items brought to school are done so at the owner's risk. The school accepts no responsibility for lost or damaged items.**

Clothing and Footwear

Our school is your child's home for seven hours every weekday throughout the school year and we want all of our students to live in a safe and clean environment. To help ensure this, we require all students to have a pair of indoor shoes (preferably running shoes with non-marking soles). All students are expected to remove wet or muddy footwear at the entrances. Parents are asked to ensure their children are wearing appropriate clothing for the weather conditions. Please put your child's name on all items of clothing and footwear.

Please pack a change of clothes for each child to keep in their locker or pack back. The school does not always have extra on hand. Thank you for your cooperation.

Communication Plan

Open, honest, and timely communication between the school and home is vital in order to ensure student success. The staff encourages parents to contact them with concerns, questions, and ideas for change. Please call or e-mail to arrange a time to meet that is mutually convenient for you and the teacher or the administration.

SchoolZone

SchoolZone is an information system developed by Edmonton Public Schools. It provides parents and students with secure access to school and student information and is designed to enhance communication between school and home. Using portal technology and the convenience of the Internet, it is available any time and any place.

SchoolZone provides online access to assignments and class news from participating classroom teachers gathered in a convenient calendar format. Parents (under their own login) will have timely access to information and it will help them to be more actively involved in their children's academic success. Students have access to a valuable organizational tool to help them plan their time. As well, you can find attendance records, news of school events, achievement results, timetables, bus location, and access to selected online educational resources.

SchoolZone is available to teachers, students, and parents, at school and at home. With a single login, parents will be able to view information about each of their children, regardless of whether or not the children are in the same school. For parent's convenience, you can merge accounts for multiple children so you only have to login once.

- **Class** - Classroom teachers will be able to display information for students/parents to view. Links to uploaded documents, such as project descriptions or marking rubrics, can be made available to parents and students.
- **News** – The place where we communicate classroom, school and division news/announcements to all users. Items with dates are viewable on a calendar that is customized for each user. Parents can select to be automatically notified by email of new or upcoming events posted in the portal.

- **Student Information** – You will find Progress Reports and attendance information. Additionally, Grade 6 Provincial Achievement Test scores will be accessible. Student timetables as well as course history and previous years' progress reports are viewable in SchoolZone.
- **Online Resources** – Links and authentication to resources such as the Online Reference Centre, Alberta Curriculum, and Edmonton Public Library are available.
- **Transportation** – Get real-time GPS information to locate your bus on a map. For information about student transportation, please refer to the 'Get to School' section on epsb.ca. If you have questions about your child's transportation information, please contact the Transportation department at 780-429-8585 or by email at student.transporation.ebsp.ca.

Activities at the school, school breaks, etc., are all posted to the calendar in SchoolZone. Login to keep up-to-date on what is happening at the school.

School Website

Please go to our website at mckee.epsb.ca to find out more about McKee School.

Reporting Student Progress

The sharing of student growth is one of the most important aspects of schooling. Communication regarding Student Progress will be shared with families in in September. Student achievement and performance is reported 4 times during the school year. We anticipate 2 formal Progress Reports in January and June, and 2 interim Progress Reports in November and April. Communication will be sent out with the exact dates.

These progress reports will supplement our ongoing communication to students and parents by providing a written summary of the student's growth relative to Alberta Education curriculum. Progress Reports are posted to SchoolZone. If you need assistance locating these reports, please contact the office.

Our Assessment Plan is posted on SchoolZone and our website.

The progress report does not take the place of meeting with your child's teacher(s) and viewing your child's work. In conjunction with the progress report, Parent-Teacher Conferences are scheduled for the fall with our Student Led Celebration of Learning in the spring. The primary purpose of the conference is to allow for:

- an exchange of information,
- a demonstration of the student's achievement and performance,
- an opportunity for questions and clarification,
- a discussion of future learning and areas for growth, and
- the development of parental understanding of the curriculum and the learning processes.

Students are encouraged to actively participate in the conferences either by sharing their work and goals or by demonstrating knowledge and skills. Parent-Teacher Conferences can be requested at any time.

Field Trips

Field trips are planned to support classroom instruction and as enrichment opportunities for students. Permission forms will be sent home with students for each field trip; these forms must be signed by a parent and returned to the school prior to the field trip date. Students who are not able to go on certain field trips will be accommodated in other regular classes. Field trip days are considered a regular school day whether your child attends the field trip or not. Students may be withheld from a field trip for disciplinary measures. See school fee revenue schedule for costs.

Student Dress Code

At Edmonton Public Schools, students are expected to dress in a manner that reflects a welcoming, respectful, inclusive, safe, and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect, and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type. As examples, clothing items including, but not limited to, durags, turbans, hijabs and burkas are all acceptable and appropriate attire.

Student safety and wellbeing are our highest priorities. Students are expected to refrain from wearing, carrying, or displaying any clothing or accessories which pose a safety hazard. Students are not permitted to wear lanyards around their neck.

Community Programs Housed at McKee School

Discovery Place Preschool

Discovery Place Preschool is a program designed to help prepare your child for kindergarten. They offer an educational theme-based program for 3 and 4 year old children. For more information, please contact Terri Wittke at 780-686-5573 or visit www.discoveryplacepreschool.com.

McKee Out of School Care

The Out of School Care is a non-profit organization and operates completely on the fee charged to the parents. These programs are set up for the parents of school age children. If you wish to inquire about the program, contact Corinne Emerson at 780-434-5297.

McKee Daycare

McKee Daycare accepts children aged 6 months to 6 years old. Parents interested in enrolling their children in the Daycare Program should contact Corinne Emerson at 780-436-0036.

Metro Continuing Education - LINC (Language Instruction for Newcomers to Canada) Program

Metro offers an adult ESL program. For program dates and registration requirements please call 780-917-5075.

First Aid

First aid is administered to any child who is injured at school. If the injury is minor, parents will not be contacted. If the injury appears to require medical attention or the child is ill and needs to go home, parents will be notified.

Lost and Found

Please encourage your child to check the Lost and Found Box for any missing items. Lost and Found articles are kept in the entrance ways by the 107 Street and playground entrances.

Extra-Curricular Activities

Lunchtime intramural activities and clubs, such as Choir and Hand Bells, may be available for students at McKee School. Students will be informed when each activity is commencing.

Lunch-Time Supervision Service

Noon hour supervision is provided for all students who bring lunch. All students who stay for lunch must register for lunch time supervision service. The registration form can be filled out through SchoolZone. If your child brings a lunch that requires cutlery, please send cutlery with them. The Lunchroom Supervision Program is an optional service operated on a cost share basis. Fees are payable to McKee School through SchoolZone. The fees are to pay the wages of the lunch supervisors. The annual cost will be approximately \$130.00. For more information regarding costs and the Registration Form, please contact the school office.

We strongly encourage students who live in the surrounding community to return home for lunch. It is important to the general health and wellbeing of every child, that where possible, one has a break from school and enjoy some fresh air.

All students who remain at school over lunch are expected to be respectful of the staff and obey the lunchroom guidelines including eating lunch in the designated rooms and not leaving the school grounds. Students who do not follow expectations could lose the privilege of eating at school.

It is expected that most students will eat their lunch within 20 minutes. If the weather is favorable, the students will then be supervised outside. If you feel this 20 minute eating period is not suitable for your child, email the school principal explaining your child's situation.

Play Areas

There are no grade level designated play areas. All areas are open to all students for responsible use.

The Empire Park playground and hockey rink are out of bounds except when students are under the direct supervision of a staff member. The front of the school, parking lot, and wheelchair ramp are all out of bounds as play areas. For safety reasons, we discourage students from climbing or sitting on the bike racks, ramp bars, or backstops.

Safety To and From School

Always encourage your child to walk with friends as they go to and from school. If your child communicates they do not feel safe while coming to school, we ask that you walk or drive them to school. If this is not possible, arrange with a neighbour or older student to have the children walk in groups. Everyone needs to work together to provide a safe community for our students.

School Security

To ensure the safety of all persons in our school building, the outside doors to the school will remain locked. If your child arrives late to school, please use the main entrance located at the front of the building facing 51 Avenue.

We REQUIRE all visitors to make an appointment and report to the school office.

School Supplies

We are using 'School Start' to provide supplies for the students. More information will be posted on SchoolZone. This is a fast and convenient way to ensure your child has everything they need to be successful. Students are expected to arrive at school with the necessary supplies and materials and when these supplies are used up, parents are responsible for replacing them. Please be sure your child's first and last names are put on all school materials so they can be easily identified.

School Payments

SchoolZone Online Payments

Parents/Guardians can make **online** payments using only **Visa, Mastercard, Visa Debit and Mastercard Debit**. Please note that the new SchoolZone online system does **NOT** accept American Express or Debit Cards without the VISA or Mastercard feature.

In School Payments

We will continue to accept cheques (cheques can eliminate the problem of money lost) payable to McKee School, cash (no change is available), or money orders.

Student Illness

Students who are ill do not function well. Please arrange for your child to remain home should this situation occur. Should a child arrive at school ill or developing symptoms of illness during the day, parents/guardians will be contacted and the child will be sent home.

Student Medication

Administration of medication is the parent's responsibility. If it is unavoidable that medication be taken at school, this includes prescription as well as over-the-counter medications, Board policy requires a Student Medical Management Plan be completed and signed by the **physician and parent**. On the form it must be indicated the type of medication to be administered, the required dosage, and action to be taken in the event of possible side effects. This includes epi-pens and inhalers; we ask for these medications to be in a fanny pack. **This form must be completed each year.**

For safety reasons students are not allowed to keep medications (including over the counter) in their desks or backpacks.

It is **imperative** your child's teacher be made aware of any medical conditions that may require action by the staff.

Students Leaving the School During the Day

When picking up your child for medical or other reasons, please send a note to the classroom teacher and call or leave a message with the school office indicating when you will be picking up your child.

We are responsible for the safety of all students. Any student needing to leave early for appointments or illness will not be allowed to leave the building without a parent/guardian picking them up.

Supervision

Students should **not** arrive at school before 8:25 am (or 12:21 pm for afternoon kindergarten class). Staff are on outdoor supervision starting at 8:20 am. Students should remain outside until the first bell rings at 8:35 am and 12:27 pm.

During inclement weather i.e.: rain or cold, students may come into the school to wait until the bell rings. Staff will meet students at the door to bring them into the building early. Students will be expected to wait in their designated area in a quiet, respectful manner.

Playground supervision is provided during recess periods as well. There are adult supervisors outside at all supervision times. Individual teachers also provide supervision for their students immediately following the morning and afternoon dismissals. All students are asked to report home immediately following dismissal.

Vandalism

If you see anyone committing any suspicious acts in, on or around the school, please call 780-429-8295 (Edmonton Public Schools Security). Give them the name of the school, its location and a brief description of what is happening. School officials will prosecute offenders and attempt to obtain restitution for damages.



10725 – 51 Avenue NW
Edmonton, AB T6H 0L3
P: 780-435-7140
F: 780-436-1405
E: mckee@epsb.ca
W: mckee.epsb.ca

Responsible Use of Technology at McKee School

At McKee School, we believe technology is a powerful tool to enhance learning; enabling students to access information and collaborate with others across the school, community, and the internet. We believe all students, staff, and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device for school purposes while enrolled at McKee.

This declaration must be reviewed by both the student and their parent/guardian in order for any student to use any technology in school. In this document, Technology refers to computer, network, or internet access with any electronic device.

Student Responsibilities

As a student at McKee School, having access to technology to support your learning is valuable and necessary. Along with this privilege goes responsibility. Expectations regarding technology includes:

- Technology access can be revoked at any time at the discretion of the Principal.
- **Only use technology for educational purposes** while in school, unless you have been granted permission by a teacher; and then only use the technology within the parameters or guidelines established by the teacher.
- When connected to the internet, do not reveal personal information such as age, address, or phone number, or those of other students or persons to anyone or any service.
- Take full responsibility for, and respectfully use, the technology available to you at school. For example, this means you will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or yourself.
- Understand that the division (EPS Division Technology) uses a content filter on its internet access, yet it is *possible* that you may encounter inappropriate material, which includes images or text as inappropriate. Immediately close the application that depicts this material, then inform the teacher.
- Personnel from the school and division have access to information about every web page visited and file created on the network and student portal. This information may be monitored and viewed by your teachers or other division personnel, if reasonable.

- Information located on the internet may be inaccurate or incomplete. Evaluate the validity of materials accessed, respect copyright and cite resources used when necessary.
- Just as with your actions in everyday life, when you're using technology you need to conduct yourself accordingly and exercise good judgment. Comply with all the policies and rules pertaining to the use of technology which the school has established or may establish in the future.
- Do not download or install any software, music, movies, or files of any nature unless granted specific permission by the teacher and the copyright holder grants permission.
- Do not share your Student Network Login password with anyone. All teachers have access to this password through secure PowerSchool if you happen to forget it, so there is no need to write it down; memorize it.
- Always log out of the computer when finished using it, or when moving out of sight of the computer. Any actions done on a computer when YOU are logged in are directly traceable to you.
- Do not access or use the account of another student or teacher. If you notice another student or teacher has not logged out of a computer you are using, notify them (if possible) and log out.
- Do not use a camera (or any device with a camera, e.g. cell phone, netbook, laptop, etc.) to take photos during school. School administration may search any device if they feel school rules have been violated.
- Do not use the technology in any way that negatively affects any other student or persons.