

Back to School!

2023

Welcome!

We would like to welcome everyone back to Maude Clifford for the 2023-2024 school year. We would also like to extend a special welcome to all those new to our school.

I hope that everyone had a wonderful summer break and that you are ready for a great year of fun and learning!

Over the summer the custodians have been working very hard to prepare for the return of staff and students. A big thank you to them for getting our school sparkling clean.

All of the Maude Clifford staff are looking forward to a wonderful year with your children. We are very fortunate to have exceptional teachers, educational assistants, librarian, office staff, and custodial staff, who provide incredible opportunities for our children to feel welcome and excel to the best of their abilities.

As always, if you ever have any questions or concerns, do not hesitate to call, or stop by the office.

Teresa Rawlyk
Principal

START TIME
8:20 a.m.

Contact Information

Administration/Office Team

Teresa Rawlyk, Principal teresa.rawlyk@gppsd.ab.ca
Jill Peters, Vice Principal jill.peters@gppsd.ab.ca
Jane Radersma, Assistant jane.radersma@gppsd.ab.ca

Instructional Team

All Maude Clifford staff can be emailed by using the format
firstname.lastname@gppsd.ab.ca

Communication/Message

If you have a message for your child, or would like to reach a teacher by telephone, please contact the office and the office staff will ensure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

Maude Clifford Public School is online!

- Facebook: www.facebook.com/MCPS.GPPSD
- School Website: www.gppsd.ab.ca/school/maudeclifford

Bell Schedule



Maude Clifford Public School Bell Schedule 2023-2024



8:10 a.m. → Bus Arrival and Doors Opening	
8:15 a.m. → Warning Bell	
8:20 a.m. → Second Bell (O Canada/Instruction Begins)	
Block 1	8:20 a.m. – 8:50 a.m.
Block 2	8:50 a.m. – 9:20 a.m.
Block 3	9:20 a.m. – 9:50 a.m.
Block 4	9:50 – 10:20 a.m.
Recess/Nutrition Break 10:20 – 10:57	
Block 5	10:57 a.m. – 11:27 a.m.
Block 6	11:27 a.m. – 11:57 a.m.
Block 7	11:57 p.m. – 12:27 p.m.
Block 8	12:27 p.m. – 12:57 p.m.
Recess/Nutrition Break 12:57 p.m. – 1:35 p.m.	
Block 9	1:35 p.m. – 2:05 p.m.
Block 10	2:05 p.m. – 2:35 p.m.
Block 11	2:35 p.m. – 3:05 p.m.
3:05 p.m. → End of Day Bell – Classes Dismissed	

Back to School

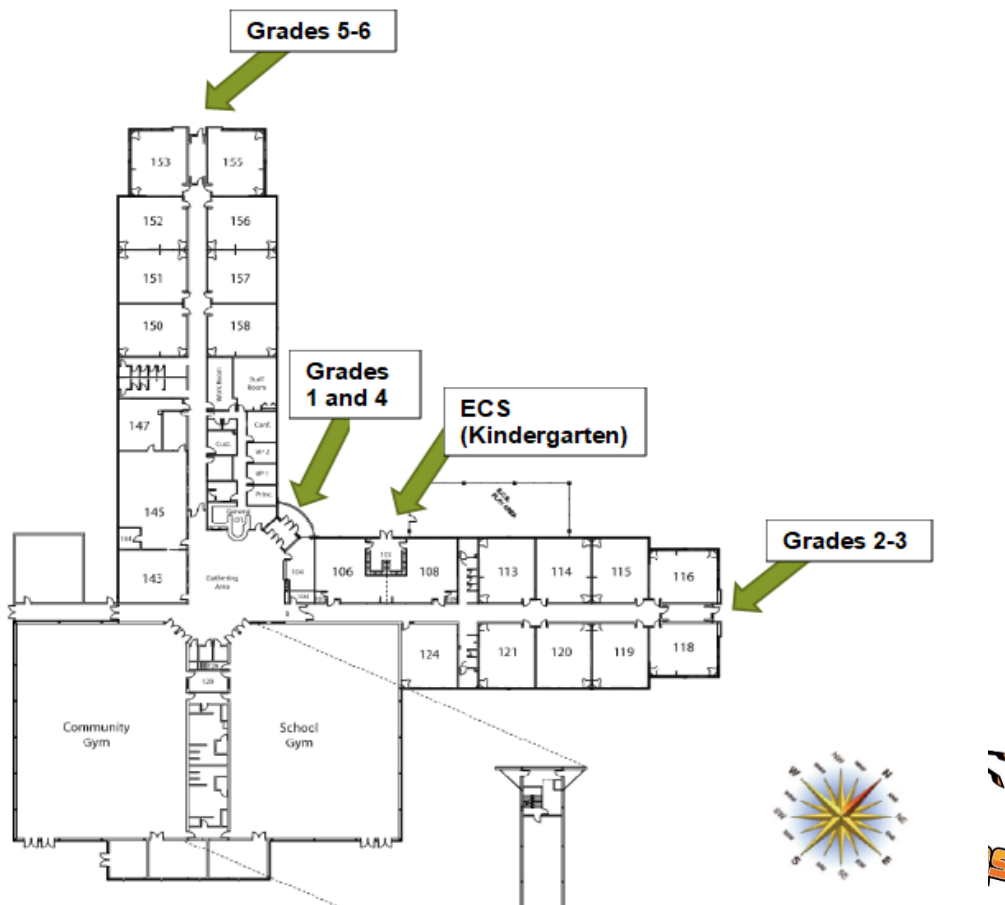
**Meet the Teacher
&
School Supply
Drop Off!**

**Thursday, August 31st
5:00 - 6:30 pm**

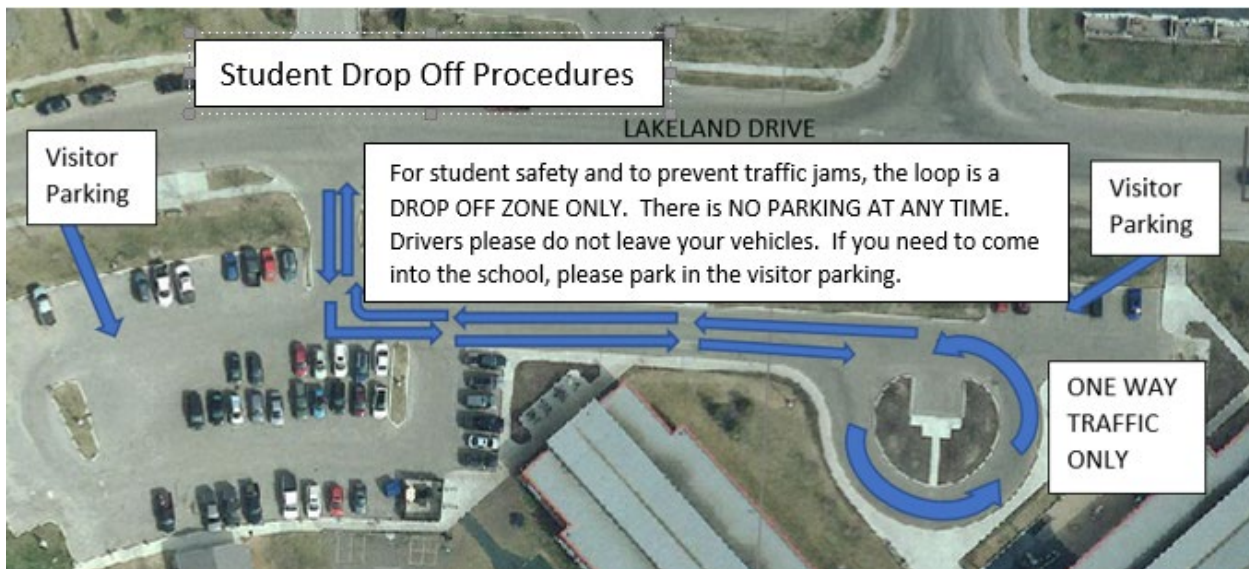


Arriving at School and Dismissal from School

Our doors open at 8:10 a.m. All students have an assigned door (see *map*) to use every time they enter and exit the school (it is the same). School staff will be present and visible to help ensure students feel confident and cared for as they make their way to their classrooms. Late students should go to the main door for entry. At the end of the day, you will pick your child up at their designated door.



If you are driving your child and dropping them off, please see the diagram below. If you are walking to school with your child, please use the designated crosswalks (with patrollers) to cross the busy street. Modelling safe crossing is essential to keeping all students safe. We appreciate your efforts to keep the traffic flowing and helping our students as they navigate our busy roadway.



School Handbook

General Information

Fees

Fees are payable during the first week of school. Those unable to make payment at that time should contact the school Principal to arrange payment. **We accept payment by cash, cheque, credit or debit. We will accept post-dated cheques. Please make all cheques payable to Maude Clifford Public School.**

KinderPAL

Monthly

\$350.00

Agenda Fees

Pocket Folder (Bee Book) Kindergarten – Gr. 1 (mandatory)

\$5 00

Agenda Grade 2-6 (mandatory)

\$10.00

Signing Out Policy

Students leaving or entering the school for any reason during school hours must sign out/in at the office. Please contact the office to determine procedures.

Nut Sensitive School

Maude Clifford has students who suffer from severe allergies to nut products. The consequences of even incidental contact with nuts and, in particular peanut butter, can produce severe and even life-threatening results. Please *do not* send food containing nuts to school. Children must not share their food with other children due to possible allergies.

If your child is at risk of an anaphylaxis allergic response, it is the parent's responsibility to ensure that the school is provided an Epi-Pen (please check expiry dates). If possible, providing the school with two Epi-Pens is most effective. One is retained in the office, the other in the classroom area.

Weather Policy

The school will have indoor recesses when the weather is colder than -25° Celsius with the wind chill. Recess will be inside on days in which it is windy and raining heavily. Please dress children appropriately for the weather with items clearly labeled.

Bikes, Scooters, and Skateboards

Students can bring their bicycles, scooters, and skateboards to school. They must follow all laws pertaining to their use. They are not to be used during the school day. The use of bikes, scooters, and skateboards/longboards etc. is not allowed on school property to ensure the safety of students using this equipment as well as the many pedestrians during busy school hours. It is the law that all cyclists in Alberta under 18 years of age wear helmets. All bikes must be walked while on school property to ensure the safety of all students. All equipment must remain outside at the bike racks as we do not have inside storage available to students aside from student cubbies. Please ensure that your child has a lock as we do not take responsibility for stolen property.

Please note that students wearing 'wheelie' shoes will need to disengage the wheels or bring alternative footwear for outside recess.

Library Books and Textbooks

Students are responsible for any books they may use. If a textbook or library book is lost or damaged, parents will be billed for the cost of repair or replacement.

Emergency Contact

It is very important that the school has current home, cell and business phone numbers. As well as up to date email and home address so parents can be contacted in the event of illness or injury. The school should also be informed of any special health conditions that may affect student behavior or performance. Please contact the office if there are any changes to your emergency contact information.

School Newsletters

School and Classroom newsletters are distributed once a month. As social media is our main method of communication, parents are encouraged to visit it regularly.

Communication / Messages

We ask that parents do not phone directly to classrooms during the school day as this can be very disruptive. Calls will not be transferred into the classroom during instructional time. Rather, we ask that if you have a message for your child, or would like to reach a teacher by telephone, please contact the office and the Admin Assistant will make sure the message is passed on. We encourage you to call as early as possible in the day to ensure sufficient time for messages to be delivered.

Telephone Use

A telephone will be provided for brief, local student calls before, during breaks and after school. Students must ask permission to use school phones. Parents wishing to contact students should call the school line at 780-357-3500. Students are not allowed to take phone calls or receive texts on a personal device during the school day.

Medications

Staff members may not administer medication of any kind to students unless the parent has completed the appropriate forms at the school office. This includes all prescription and non-prescription drugs. Prescription medication must be accompanied with written instructions from a physician or pharmacist. Parents/guardians should ensure the school is aware if their child has any allergies or medical needs.

Personal Items

It is important that parents make sure their child's clothing and all other personal belongings are clearly marked in some way, making it possible to locate them if they are lost or misplaced. Parents are asked to ensure that students leave valuable items (i.e. electronics, jewelry, money, toys) at home. The School, the School Board and its insurer are not responsible for valuables lost, stolen or damaged while on school property. Lost and found bins are in the gathering area and back onto the Community gymnasium - parents are encouraged to check this regularly. Items in the lost and found bin will be donated/emptied twice a year (December and June).

Surveillance Cameras

Please be aware that to better serve the students and community of Grande Prairie, Maude Clifford School 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."

Parents and Volunteers

All parents and volunteers assisting in the classroom and with other school activities must sign in at the office. Visitors in the school are required to wear a visitor tag. Volunteers who are going to be working with students individually are required to have an updated criminal record check and child vulnerability check. This must be renewed each school year. The office can provide you with a letter to decrease the cost of requesting the Criminal Record Check from the RCMP.

Traffic

The area in front of the school is only for the quick pick-up and drop-off of students. There is no parking along the sides of the entrance and loop. The area in front of the school is one lane only. Please use our visitor parking lots to park your vehicle.



Patrollers

Our grade five and six students volunteer to help our students cross the street safely. If you are walking to school with your child, please use the designated crosswalks (with patrollers) to cross the busy street. Modelling safe crossing is essential to keeping all students safe.

Academics

Academic Evaluation

Students are evaluated on a regular and continuing basis throughout the school year. This evaluation is based on the Alberta curriculum objectives for each course and takes many forms, including formal testing and informal observation of the student. There are three report periods during the school year, with two Parent-Teacher Interviews. This gives parents and teachers an opportunity to discuss the student's progress. These interviews do not preclude parents or teachers communicating at any time. If either has concerns about your child's progress prompt attention to the matter is encouraged.

Homework/Missed Assignments

Homework

It is expected that students will be required to complete assignments at home in most core subjects regularly during the school year. To help students minimize homework, time management will be stressed in class and the use of the student agenda will help students to schedule their tasks.

Parents can assist their children by ensuring students have adequate facilities and time for home study. Assignments are designed to assist with achieving curricular outcomes, so all assignments must be completed.

Missed Assignments and Assessments

Students are responsible, along with teachers, to ensure that any assignments or tests given while a student is absent are completed on the student's return. When a student arrives back from an absence the student should arrange with their teachers to complete missed work.

Being Prepared

Students are responsible for coming to school and to class with all of the necessary supplies and equipment to accomplish the tasks assigned to them. This includes having two pairs of footwear (one for outside and one for inside).

Field Trips

Various out of classroom experiences may be planned for the students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring public transportation prior to their occurrence. As with any other volunteering in the school, parents who are supervising these trips will be required to have criminal record checks completed. Parents who are volunteering to accompany classes on field trips may not take younger siblings along due to liability issues.

Behaviour Supports

In order to provide a safe learning environment for all, we require the support of our school community and parents. Behaviour expectations will be clearly communicated to all. Parents will be informed as the need arises when a breach of the school rules occurs.

At Maude Clifford School, the Province of Alberta School Act guides us in dealing with student behaviour, discipline and consequences. We endeavour to provide "a safe and caring environment that fosters and maintains respectful and responsible behaviours" (Section 45(8) of the School Act. Everyone is treated with dignity, respect and consideration for their individual circumstances. Maude Clifford Public School also acts in accordance with all Grande Prairie Public School Division **Administrative Procedures** regarding the responsibilities of students, parents, teachers and administrators. This document is available to the public on our external website at www.gppsd.ab.ca.

Student Behaviour

Students must comply with the *School Act (Section 12)* which states, "a student shall conduct himself/herself so as to reasonably comply with the following code of conduct:"

- Be diligent in pursuing the student's studies
- Attend school regularly and on time
- Co-operate fully with everyone authorized by the board to provide education and other services
- Comply with the rules of the school
- Account to their teacher for their conduct
- Respect the right of others
- Section 24 (1)(b) – A student's behaviour must not be injurious to the physical or mental well being of others in the school

Consequences for not following the School Act will be dealt with according to individual circumstances and may include:

- Student behaviour will be monitored and tracked at the classroom and school level
- Contact will be made with parents/guardian
- Every effort will be made to work with the student to positively shape student behaviour. This includes the development and regular review of a behaviour plan when warranted
- Parents, teachers, administration and students (when appropriate) will meet to discuss concerns and to sign the behaviour plan
- Suspension and expulsion may be an eventual consequence for not complying with the *School Act*

Students' Rights and Responsibilities

Students at Maude Clifford Public School have a right to be treated with dignity and respect. With these rights come responsibilities.

You have the right to a safe place to learn.

You have the responsibility to follow the school rules.

You have the right to have your own ideas and opinions.

You have the responsibility to respect the ideas and opinions of others.

You have the right to use school books, equipment and materials.

You have the responsibility to take care of all school books, equipment and materials.

You have the right to be treated fairly.

You have the responsibility to treat others fairly.

You have the right to a good education.

You have the responsibility to do your best.

Smoking and Tobacco Products

Consistent with the law, all GPPSD schools are smoke and tobacco free. The use of tobacco products is prohibited on school property. This includes cigarettes and cigars and extends to the use of chewing tobacco and e-cigarettes as well as other vaporizing methods used to consume tobacco or use nicotine. School property extends to areas within visible sight lines of the school and includes parking lots. Students who smoke or use tobacco products, including e-cigarettes and vaporizers inside the school will be subject to immediate suspension.

Bus

First Student provides transportation for field trips. The First Student Bus is an extension of Maude Clifford Public School. Students riding the bus are to abide by the same Code of Conduct as when they are at school. Concerns for safety and behavior on the bus will be directed to the Administration of the school. The use of a School Bus is a privilege, not a right; therefore, students must ensure that they are following all school rules while on the bus. Possible consequences of not following bus expectations include loss of the privilege of riding the bus. Students are to be respectful, polite and follow all instructions given by supervisors or the bus driver.

Appropriate Use of Technology

Maude Clifford embraces technology. It is a privilege, and with this privilege comes responsibilities. If out-of-school behavior, online or offline, impacts how students behave/interact at school, then the out-of-school behavior can be considered to impact the school environment under the Education Act. There have been instances where disciplinary actions have been taken as a result. From an educational standpoint, technology offers several advantages for student learning, but we need to exercise caution and we need students to be responsible with its usage.

Personal Electronic Devices

Personal Electronic Devices are not to be used by students during school hours. If parents determine that their child needs a device when going to and from school, the device must be kept in the student's backpack during the school day, and not be taken out for any reason. Parents wanting to contact their child during school hours should call the main office. The school is not responsible for lost or stolen devices.

Internet Use

Students today must understand and practice proper and ethical use of the Internet. Before being allowed to access the Internet, students will be educated concerning school and district policies pertaining to its use. Access to network services will be given to students who agree to act in a considerate and responsible manner and whose parents/guardian has signed the Network Resources "Acceptable Use Protocol" form. The school will ensure that procedures are in place to control student access to offensive materials. However, it is the user's responsibility not to initiate access to controversial, inappropriate or offensive materials and to leave locations of undesirable material immediately.

Student Dress

When students are choosing clothing and jewelry for school, they should remember that they must dress in a way which facilitates learning, and which does not detract from the positive learning environment. The school Administration retains the right to make all final decisions regarding the appropriateness of any article of clothing, jewelry, etc. for wear at the school. The following guidelines are intended to help students make these choices:

- Outside shoes are to be removed at school boot rooms.
- Undergarments should not be visible.
- Dress should appropriately cover the body. Clothes must be worn in such a way that breasts, buttocks and genitals are covered with opaque fabric.
- Suitable clothing is necessary for meeting safety standards in Physical Education. In these classes teachers will share specifics with students.
- Students wearing multiple layers of clothing, such as a hoodie or shawl, are responsible for ensuring that their base layer of clothing meets the criteria of our dress code – if student chooses to remove or open their outer layer.
- Clothing representing or promoting the use of alcohol, tobacco, vaping and/or drugs is not permitted. Controversial, negative or sexually implied messages or illustrations whether implied or explicit will not be permitted on clothing.

Students wearing clothing that does not meet the expectations outline above will be addressed discreetly by a school staff member. On the first occasion, students will be asked to make different clothing choices for school days in the future and they will be given the opportunity to change and/or cover up. Students are expected to comply without negotiating. If this becomes an ongoing issue, students will be provided with options for making a change of clothing or parents may be asked to bring a change of clothes to the school. If in doubt, rule it out.

Footwear

All students should have a pair of clean indoor shoes they can change into when they arrive at school. Street shoes or running shoes which have been worn outside will not be allowed for gym activities. Shoes that mark the hallways, should not be worn to school. Students who rollerblade or wear 'wheelie shoes' to school should remove them in the boot room when they arrive.

Bullying, Cyber Bullying, Harassment

Teachers, and Administration frequently deal with incidents of conflict and disagreement. Where the conflicts are determined to be bullying and/or harassment, electronic or otherwise, they will be dealt with on an individual basis (informed by our Division Administrative Procedures).

The Education Act extends the responsibility of the school to deal with matters that impact students and learning beyond the physical boundaries of the school. Under the Act, schools have the authority to investigate and ultimately discipline students for behaviours and activities that have an impact on the school setting. An example of this is off-site bullying activities.

At Maude Clifford, our actions are guided by the following definitions of bullying and harassment:

Bullying

Bullying (including cyber-bullying) is **repeated aggressive behavior to intentionally hurt another person, physically or mentally**. Bullying is a conscious, **repeated**, hostile, aggressive behaviour of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Conflict (such as arguments and disagreements) can lead to bullying but in and of themselves they are not bullying until one party persists in **repeated aggressive behavior to intentionally hurt another person, physically or mentally**.

Technology and Bullying (Cyber bullying)

The use of cell phones, smart phones, and internet tools such as social networks (snapchat, Facebook, Instagram, Tik Tok) provide individuals with a false sense of anonymity because it does not require the courage of standing face to face with the person you are attacking. Bullying is bullying regardless of the forum you use to belittle, attack, or hurt another individual.

Harassment

Any comment or behaviour that denies a person their dignity, feeling of worth and respect is considered harassment, particularly if it persists. The significant factor in harassment is **impact not intent**. Once the harasser becomes aware that his or her behavior is offensive, if the offensive behavior continues, it becomes harassment.

Extra-curricular Teams and Clubs

All students are encouraged to participate in the extra activities that will be available at Maude Clifford Public School. Clubs and teams will be announced to the students at the school throughout the year and may include sports teams and a variety of special interest activities and clubs. The offering of these will be based on teacher and student's interest and expertise available.

Expectations for student behaviour at extracurricular events are the same as standards of behaviour expected during the school day. Those students who do not comply with this expectation will be dealt with in the same manner as they would be during school hours. This applies to events hosted at the school as well as road trips/field trips sponsored by Maude Clifford. It is expected that our students will respect the policies of other schools while attending events at which our teams are competing.

Supervision for siblings not participating in the extra-curricular event is not provided.

School Attendance

Regular and timely attendance at school is a major contributor to student success in school. Students should be in attendance at school unless prevented from doing so by illness, bereavement or other exceptional circumstances. If your child is to be absent for some other reason, we ask that you please call the office (780-357-3500) to let us know. Parents/guardians contact the office by phone or send a note prior to or on the day of an absence. Students arriving at school any time after 8:20 a.m. must sign in at the office as it is the only open door.

Students who are habitually absent or late for school or classes will be contacted by phone/email and/or a letter sent home to inform them of the problem and possible disciplinary action.

Illness

To protect the other children in the class, please keep your child at home and notify the office if your child has: diarrhea, vomiting, high fever, unusual rash, discharge from eyes or ears, lice or is showing symptoms of any contagious disease. If you are unsure, feel free to call Alberta Health Services at 1-866-408-5465 or visit them on the web at www.albertahealthservices.ca for additional information. You should ensure you are following all AHS guidelines.



Communication and Support in the Grande Prairie Public School Division

Grande Prairie Public School Division staff are committed to supporting responsible environments that build relationships, improve teaching and learning, and supporting each other to open, honest and ethical decisions. Our schools and parents are partners in the education of our students and the purpose of this document is to provide advice for parents regarding the best way to get help for their children when it is needed.

To help support this practice the following are the most effective strategies to address concerns you may have about your child's education or about something that has happened at school. Following these steps is the best way to receive timely support from school.

Step 1- Communicate with your child's teacher

The person that can help resolve the issue quickly and appropriately is usually the person closest to the concern. At the school, the teacher knows their students best, and wants the best for them. He/she can provide support for resolving the concern.

Strategies for working with the teacher include:

- Schedule an appointment so you can have uninterrupted time with the teacher
- Talk to the teacher about how your child feels
- Focus on the problem and not on the people involved
- Ask questions to help you understand school policies and procedures
- Follow up on the solutions discussed

Step 2- Talk to an administrator at your school

If you feel your concern has not been addressed after talking to your child's teacher, make an appointment to speak with a school administrator. You will be asked whether you have spoken first to the teacher directly. A meeting may be set up your child, the teacher and an administrator to address

your concern, as the administrator's primary goal is the success of the student.

Step 3- Contact the Director of Student Supports for GPPSD

If a resolution is not reached with school administration, contact the Director of Student Supports by telephoning the Division office. Note that the Director will ask whether you have spoken to an administrator. The Director's role is to support student success and will work with parents, the school and other educational partners if necessary to resolve concerns about a student's education.

Grande Prairie Public School Division Central Office Education Team

The GPPSD central administration team works out of The Division's Central Office. The team is comprised of staff in various departments that help to support the day to day operations of the Division.

The function of the Central Office team is to support schools in their focus on student success. Common topics include supporting students when attendance might impact achievement, supporting safe and consistent practices in Division schools and in supporting stakeholders to work with legislated documents that guide education in the province and Division.

The principle "is it good for students" shall guide the actions of all Division staff. The majority of concerns that occur during the course of the school year will be successfully addressed at the school. For those concerns that may be more complex or can not be addressed at school for any reason, our Division staff are available to help ensure every student succeeds.