



Student Handbook

2023-2024

Learning Today, Brightens Tomorrow

School Hours

Morning

8:45 am - Bus Supervision Begins

8:50 am - Doors Open

9:05 am - Classes Begin

10:58-11:13 am - Recess (K-2)

11:13-11:28 am - Recess (3-4)

Afternoon

12:32-1:02 pm - Recess (K-2)/Lunch (3-4)

1:02-1:32 pm - Recess (3-4)/Lunch (K-2)

1:32 pm - Afternoon Classes Begin

3:40 pm - Classes Dismissed

4:00 pm - Bus Supervision Ends

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PARKLAND SCHOOL DIVISION

Vision - WHERE WE ARE GOING

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact the world.

Mission - HOW WE WILL GET THERE

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

Values - WHAT GUIDES US

- Learning opportunities that are purposeful, essential, relevant, authentic and responsive.
- Excellence in achievement
- Trustworthy, respectful relationships
- Resilience with self-awareness

About Our School

Millgrove School is located in the quiet subdivision of Millgrove. The school has a population of approximately **517 students**. Currently, there are over 46 staff members who work with your children.

The school opened in 1977 and is celebrating its 46th year of success this year. The grounds include two modern playgrounds, a large playing field, an asphalt basketball court and a tarmac area to include cooperative games.

Millgrove is an inclusive school that has twenty classrooms for our students in Kindergarten to Grade 4, an open area library and learning commons, a full gym facility, and a dedicated music room. As an early years school, Millgrove strongly focuses on literacy, numeracy, citizenship and 21st Century skills. Millgrove has computers, iPads, Chromebooks, SmartBoards, and visual presenters available in all classrooms. Technology is used to support, improve and transform learning.

At Millgrove School, We Believe

- The school is a safe, warm, respectful, welcoming, inclusive and caring place.
- The school is an integral part of the community.
- Parents and staff work together to support children's learning.
- Positive attitudes, cooperation and respect for individual differences foster desirable working relationships.
- Meaningful educational experiences facilitate the continuous development of the whole child.
- Linking assessment, curriculum, and instruction provides for a more effective evaluation of student learning.
- Individuals assume responsibility for their own choices and their learning.

School Highlights

- Millgrove School emphasizes literacy through a targeted literary approach.
- Millgrove School emphasizes developing number sense and problem-solving through its numeracy program.
- Millgrove School provides a daily physical education program, which consists of exposure to games, gymnastics, aquatics, track and field and outdoor pursuits.
- The school offers a fine arts program, including music, French (grade 4 only) and art instruction.
- For all students, including those who have complex learning needs, differentiated programming is provided.
- We value learning that is purposeful, collaborative, relevant, and authentic.
- Student leadership is encouraged through student-led activities, volunteerism, concerts and peer support.
- Millgrove School encourages active and responsible citizenship, focusing on responsibility, empathy, conscience, self-control and respect.

Parent Involvement

Millgrove welcomes parents and volunteers to participate at the school. Millgrove School Council is open to all parents and interested community members. The council meets regularly to discuss school-related topics, and meeting notices are emailed to families and posted on our website.

The council is an integral part of our school community, acting as an advisory group and liaison between the school and the community we serve. Millgrove School Council supports cultural events, special projects and student learning incentives, as well as a weekly hot lunch program and a daily milk program.

For more information, please contact Millgrove School Council at: millgrove.scchair@partner.psd.ca

Millgrove Community Foundation is the fundraising committee for Millgrove. The foundation financially supports the council's initiatives such as the Family Dance and the Year-End Pet Parade and Carnival. The foundation's major fundraiser is the annual Spell-A-Thon.

For more information, please contact Millgrove Community Foundation at: millgrovescfoundation@gmail.com

Volunteers are also welcome in many other areas of the school. Volunteers are coordinated through the council, directly with the teachers or with the office. Please note that volunteers contributing more than eight hours per school year are required to obtain a criminal record check. Forms are available at the office.

Student Safety

Parkland School Division's "Standards for Student Citizenship and Social Responsibility" shall be used as the base for instructional design and for student assessment, evaluation and reporting in this effective area of student development. Students are entitled to a safe and caring learning environment. Any threat to student safety must be reported to the principal immediately.

Millgrove School Rules

1. I shall choose to keep hands and feet to self.
2. I shall choose to respect self and others.
3. I shall choose to bring pride to Millgrove School.

Consequences may include some or all of the following:

- identify alternative solutions to the behaviour
- apology and/or restitution
- detention – recess, noon, after school
- community service at our school
- parent notification
- loss of privileges – extracurricular activities, field trips
- in/out-of-school suspensions

Important Information for Parents and Students

Severe Allergies

Peanut/Nut Allergies MEDICAL DANGER - ANAPHYLAXIS Some of our students have life-threatening allergies to nuts. The only way to ensure a safe environment for these children is to try and make our school NUT-AWARE. To do this, we need everyone's cooperation. Please check the ingredients of all foods your children bring to school. Coconut is not a nut and does not pose any risk. In a classroom setting, cross-contamination is the greatest risk of this type of allergy.

Cross-contamination is when a few crumbs from one child's snack are dropped and then picked up by an allergic child. It is difficult at the best of times to get children to eat healthy snacks; however, we hope you will appreciate the seriousness of this condition and that you will assist us at the school in our efforts to create as safe an environment as possible. With your cooperation, we can minimize the risk of an allergic reaction.

Thanks for your cooperation with this important safety issue.

Attendance and Tardiness

- Regular attendance is an important step to school success. Teachers give out daily instructions and begin teaching at 9:05 a.m. and 1:32 p.m. It is essential that your child arrives on time each day.
- If your child is going to be late or is not attending school on a particular day, please contact the school via the [absentee line at 780-962-6122 ext. 1](tel:780-962-6122) or email millgrove@psd.ca so that we know your child is safe with you.
- Late students must enter through the main doors and check in at the office before reporting to class.

Buses and After-School Procedures

- For detailed busing information, refer to the [Transportation](#) page on our website.
- All bused students must have a bus pass.
- If your child is not going home on the bus, a note must be written in the agenda or a call to the office.
- Students are not permitted to ride on any bus other than their own.
- If no notice prior to dismissal is received, students will be expected to follow their usual routines. (Please note – arrangements for different transportation cannot be made at dismissal time.)

Dropping Off and Picking Up Students

- Before and after school, Millgrove staff will supervise the buses and the parking area.
- Please use marked crosswalks with your child and refrain from parking in 'No Parking' zones. Do not allow your children to cross in unmarked areas. Also, please do not vacate your vehicle in the drop-off zone when dropping off and picking up your children. If you must vacate your vehicle, please park in the designated parking areas.
- Students enter the school through their designated doors. The main doors at the front of the building are for adults and guests to our school, or students arriving late or being picked up early.
- Exterior doors, with the exception of the main doors at the front of the building, are locked during instructional hours. All late students must report to the office before reporting to their classrooms.
- Parents picking up students at the end of the day are asked to wait outside for their student(s). If you enter the building, please enter through the main doors, sign in and obtain a visitor pass at the office.

Office Phone Calls and Emails

- Our office staff will do their best to convey urgent messages to students and staff. However, messages received after 3:30 p.m. may not be delivered or received by students and staff until after dismissal time. Whenever possible, please avoid last-minute changes to your child's schedule.
- Students are allowed to use the telephone but must obtain permission from a staff member before making a call.
- Student use of cell phones/wireless devices is not allowed during instructional hours. **Non-compliance:** cell phones/wireless devices will be held at the office, and parents will be contacted.

- Students should go straight home after school and check with their parents if they wish to change their after-school plans. Students will not be allowed to use school phones to make after-school plans.
- Please help your child understand where they should go after school and how they should get there. We suggest writing a note in their student planner if instructions occasionally change.

School and Class Newsletters

- We send out a monthly newsletter through email to all families, by visiting our website at millgrove.psd.ca, you will find our newsletter archive under the FOR PARENTS tab.
- Current events and information will also be posted on our Facebook page. Be sure to “like and follow” Millgrove School.
- Many classrooms use the SeeSaw app to convey information to parents, as well as feature projects and activities happening in the classrooms and in the school. Please ask your teacher for sign-in information.
- Individual class notices are sent home periodically as the need arises. (i.e. projects, field trips, upcoming events).
- Teachers also use email as a communication tool with parents. Please provide the school with an email address.
- Please check your child’s agenda and courier bag daily for other important information.

Millgrove School Policies

Animals and Therapy Dogs/Pets During School Hours

- Due to student and staff allergies and safety, pets cannot be brought inside Millgrove School, so we kindly ask that you do not bring your animals inside the school or on school property at any time. We like to honour our pets at the year-end pet parade to give students a chance to show off their furry friends.
- As much as we all enjoy pets we ask that you keep your dog at home or away from the playground and general school population during school hours. For the safety of our students and your pet, distance is key.
- Our pet parade in June is the perfect time to showcase all the beautiful animals.
- There may be circumstances where a certified Therapy Dog may visit our school for a specific assignment that can greatly benefit student learning, and if so, parents will be formally informed through a school letter to ensure all families are aware of such a circumstance.

Belongings

- Students are encouraged to leave important personal belongings/items at home to prevent damage, loss or theft. Millgrove School cannot be responsible for lost and stolen items.

- Please label all belongings clearly with first and last name to reduce the number of articles placed in the Lost and Found. Lost and Found items are donated to charity at the end of each month.

Bicycles/Roller Blades/Skateboards/Scooters/Heelies

- If students ride to school, they are reminded to wear a helmet and other appropriate safety gear. Bikes and scooters are to be locked to the racks outside the school. We are not able to store such items in our school so be sure to bring appropriate locks to ensure safe outside storage.
- When on school property students are to walk their bikes etc. on the sidewalks around the school to ensure the safety of others.

Dress code

- All outerwear, shoes and personal belongings should be clearly labelled.
- All students must have indoor running shoes with non-marking soles, which are appropriate for both classroom and gym use.
- Please be sure students are dressed for the weather. Refer to the division's policy on inclement weather for guidelines.
- Children are expected to wear appropriate early years wear, reflecting positive messages.

Inclement Weather

We are outside for all kinds of weather like a light drizzle or winter temperatures above -23 Celsius so please watch the forecasts and dress children appropriately.

Students will remain inside for rainy weather that impacts a students' well-being or ability to play. We will also remain inside for winter temperatures that drop below -23 Celsius.

Medications

All student medication must be stored at the office. Any medication must be accompanied by a "Request to Administer" form, and the prescription clearly labelled. Non-prescription medications are not permitted. Please refer to the [Administering Prescribed Medications](#) policy available on the website.

School Visitors

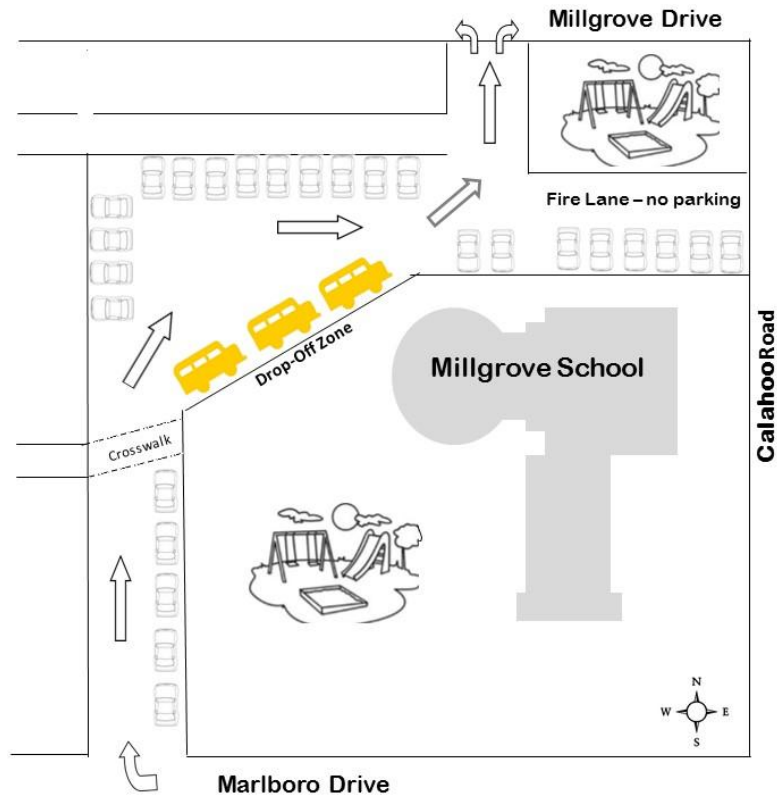
All visitors, including parents, are required to report to the school office upon arrival and wear a visitor lanyard while in the school during class time.

Parking

Our parking lot is very busy, so it takes tremendous teamwork and patience to make it safe for all.

- ***Please do not enter the school via Millgrove Drive at any time as it is a ONE WAY driveway.***

- Parking on the school property is very limited. We recommend parking on the streets surrounding the school and encourage children to walk onto the school property.
- When safe to do so, entry into the parking lot is through the lane on Marlboro Drive at the south end of the school property and exit is through the lane on Millgrove Drive to the north.



Please discuss any pertinent information in this handbook with your child.