



6431 98 Street,
Grande Prairie, AB, T8W 2H3
Phone: 780-532-8861
Fax: 780-539-6389
Email: ecolemontrose@gppsd.ab.ca
<https://www.gppsd.ab.ca/school/montrose>



École Montrose School Handbook 2023-2034



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Hours of Operation

Preschool	Early Childhood Services-ECS Half Day		Elementary Grade 1 to 4	Middle Level Grade 5 and 6	Middle Level Grade 7 and 8
Morning Program 8:10am- 11:10am	Full Day 8:20am- 3:07 pm Lunch- recess from 11:20- 12:22	KinderPAL Kinder 8:20am-11:20 am Lunch-recess from 11:20- 12:22 PAL 12:22-3:07	8:20-8:50 (A)	8:20-8:50 (A)	8:20-8:50 (1)
			8:50-9:20 (B)	8:50-9:20 (B)	8:50-9:20 (2)
			9:20-9:50 (C)	9:20-9:50 (C)	9:20-9:50 (3)
			9:50-10:20 (D)	9:50-10:20 (D)	9:50-10:20 (4)
			10:20-10:50 (E)	10:20-10:50 (E)	10:20-10:50 (5)
			10:50-11:20 (F)	10:50-11:20 (F)	10:50-11:20 (6)
			11:20-11:51 Recess for grades K, 1, 2, 3, 4	11:20-11:51 Lunch for grades 5, 6	11:20-11:51 Lunch for grade 8
			11:51-12:22 Lunch for grades K, 1, 2, 3, 4	11:51-12:22 Recess for grades 5, 6	11:51-12:22 Recess for grade 8
			12:22-12:52 (G)	12:22-12:52 (G)	12:22-12:52 (7)
			12:22-12:52 (G)	12:22-12:52 (G)	12:22-12:52 (7)
				Afternoon program 12:24 pm- 3:07pm	
1:22-1:52 (I)	1:22-1:52 (I)	1:22-1:52 (9)			
1:52-2:05 Recess	1:52-2:05 Recess	1:52-2:05 Recess			
2:07-2:37 (J)	2:07-2:37 (J)	2:07-2:37 (10)			
2:37-3:07 (K)	2:37-3:07 (K)	2:37-3:07 (11)			



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French Immersion – Program of Choice

As a French Immersion Center, École Montrose values collaboration, perseverance, and excellence for all. As such, it is an expectation that staff and students communicate in the language of instruction to support student success in this program.

School Fees

The Board believes that schools may charge fees to help offset the costs of providing educational resources and services to students pursuant to section 60 of the School Act and the Regulations. In accordance with Bill 1, fees will not be charged for: textbooks, workbooks, photocopying and printing, paper and any common fees charged to an entire student body or grade cohort.

Schools may charge fees as identified in Appendix A for the purposes of:

- Providing students with instructional supplies or materials for elective courses
- Providing school field trips and extracurricular activities
- Students enrolling in an alternative program
- Providing copies of student records
- To offset non-funded transportation costs

The following are an overview of fees that the school has. Note, not all fees apply to all students.

Preschool Tuition	\$200.00/month
Options Fees (grades 7/8) and Art	\$10 for each of Foods, Construction and Design Technology, Fashion
Agenda Fee	\$7.00 (for grades 1,2 and 4)

School Attendance

Educational research has identified regular school attendance as being a key factor in determining academic success. As well, Section 12(b) of the school Act states that it is the responsibility of the student to attend school regularly and punctually. Attendance is a responsibility shared by students, parents, teachers and the community.

Regular attendance: Is defined as attending school every day that the school is in operation.

Regular attendance is a necessary condition of being enrolled at school. Students are required to attend every day the school is in operation unless prevented from doing so because of illness or bereavement



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in the family. Parents should phone to inform the school when their children will be absent. Absences not reported will be followed up by a phone call home from school staff. To report an absence, parents may call the school at **780-532-8861** and either speak to the receptionist or leave a message. Students entering the school during the school day are expected to use the front entrance and sign in with the receptionist. The receptionist will contact the parents of any students needing to leave school due to illness to arrange transportation.

École Montrose is a closed campus and as such a student may not leave the building prior to regular dismissal time. Students needing to leave the school for medical or dental appointments, or at parental request, must sign out.

Early Arrivals – Supervision of students begins at 8:00 am, 13 minutes prior to the first bell. Students may go to their designated recess area.

Lunchtime Routines

Students have 60 minutes at lunch time to eat and have a recess. Students in grades Kindergarten to grade 6 eat in their homeroom classes during lunch. Grades 7 and 8 students have lunch in the foyer.

Microwave Use

Teachers from grade 4-6 will determine safe use of microwaves and communicate these procedures with parents at the beginning of the school year. Grade 7-8 students will have access to microwaves in the foyer.

Canteen Service

École Montrose partners with Citrus Catering to provide a hot lunch service to students and staff. Order forms must be filled in online prior to 8:30 each day and can be pre-ordered up to two weeks in advance.

Classroom Discipline

Each classroom teacher will develop and outline expectations regarding student behaviour with students at the start of the school year and will communicate these with parents by the end of September. Expectations in classrooms will be consistent as they will follow the three guiding expectations: Be Safe, Be Respectful, Be Responsible.



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École Montrose School Discipline

École Montrose focuses on Restorative practices to address misbehavior. Restorative justice aims to restore power imbalances that affect relationships. Restorative practice builds a sense of belonging, safety, and social responsibility within the learning environment.

Student Dress Code

École Montrose believes in a fair and inclusive community with policies that communicate acceptance, respect and responsibility. A complete dress code can be found on our website and is linked here:

[School Dress Code](#)

Smoking and Tobacco Products

In compliance with Grande Prairie Public School District policy, all school District properties are considered smoke-free environments in any form - Cigarettes, Cigars, E-Cigarettes, Chew as it is illegal for any person under the age of 18 to buy or be in possession of smoking products. Students found to have these items on them will have them confiscated immediately. Parents will be notified, and additional consequences will result.

Lighters and Matches are also considered dangerous within a school and students are not to be in possession of these while at school.

Bullying and Harassment

Bullying is defined as a situation where a student is exposed, repeatedly, over time, to negative actions from one or more persons. It is intentional cruelty. Students are taught strategies to deal with bullying, including telling an adult to get help in solving the problem. Early intervention is often successful in such cases and we encourage students and parents to inform teachers or administrators of issues when they occur.

Hands Off Policy

To protect and respect the safety and dignity of students, Ecole Montrose School maintains a “HANDS-OFF” policy for all students at all times during the school day. This policy strictly forbids any type of



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negative or inappropriate physical interactions between students (i.e. slapping, punching, kicking, pushing, tripping, hugging, play fighting, etc.). The “HANDS-OFF” policy also refers to touching or taking other people’s property. Once these expectations are clearly explained to the students at the beginning of the school year, they are consistently monitored, and consequences will apply when necessary. It is essential to have parental support when a student must be disciplined for not complying with this policy.

Technology Use Policy

Access to the Internet from any student/school device is a privilege. Visiting Internet websites that are contrary to the school policies are strictly forbidden. Users not following this policy will have their school technology privileges removed.

- Acceptable use forms must be signed for students in grades K through 8 in order to access technology and Google Apps for Education.
- Google apps for Education are used to support collaboration between students and access to documents for teachers. Students with Google Apps for Education will receive an email address. This address is necessary to login to Google Apps. For questions on how this is used please contact your child’s teacher.
- All students are expected to follow the network use protocol that is signed upon school registration and updated at scheduled intervals.
- Computer usage and Internet access should be for curriculum related learning, projects and research. Accessing and posting to social networking websites and inappropriate use of public email services are not permitted.
- It is expected that students will not reveal any personal information (name, address, etc.) including information about their parents, other students, and others in general while using the Internet.
- Students may view appropriate published web pages and cite the information obtained from them appropriately. Students may not access private information, files belonging to others, or unacceptable sites (e.g. obscene, racist, threatening, or adult-oriented sites). Students who inadvertently visit unacceptable sites must immediately use the back button of their browser and notify their teachers.
- It is expected that students will treat all materials and equipment with care and respect. All files and software located on the network or local hard drives must be treated with the same care and respect. Students may not copy, move, remove, change, or disable any software or files on the computer without permission of their teacher.



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- Students will adhere to all copyright laws with respect to copying and printing information.
- Students must ask their supervisor's permission before printing.
- Students are permitted to use their personal laptops (Chromebooks) for educational purposes while at school.

Personal Digital Devices

Students are expected to have their personal devices stowed during the school day. Use of cellphones and tablets is not permitted unless being used with the consent of the classroom teacher for educational purposes in class. If students are using their cell phones, they will be held at the office until the end of the school day. Second warnings will result in the cell phone being held for the student at the office until the end of the school day and parents will be contacted. Should the problem persist (a third time) school staff will contact parents to come and pick up the device from the office for the student.

Parents and guardians can help support this by ensuring to only text children after school hours. Should you need to get your children a message they need to have prior to the end of the day please contact the office at 780-532-8861.

Except in the case of an emergency, students will not be called to the telephone during operational hours. Messages will be taken, and the student will be called to the office during a class break or after school. Students may request to use the office telephone. Students' personal cell phones must be turned off and not used during instructional hours.

We ask that cameras not be used in the school by students unless directly related to the learning activity and under the supervision of a teacher or designate.

Personal Belongings

The school, the School Board and its insurers take no responsibility for valuables lost, stolen or damaged while on school property (including personal devices). To ensure the safety of personal belongings, students should consider whether these items are needed at school or not. If students must have a large sum of money on their person, they should deposit it at the school office until the end of the day.

Teachers will not accept money or other valuables for safekeeping.

Students can bring their bicycles to school and are required to follow all laws pertaining to their use.

Bicycles are to be used for travelling to and from school only and not at any other time during the school day. It is the law that all cyclists in Alberta under 16 years of age wear helmets. Failure to wear a helmet may result in the loss of the privilege of bringing a bicycle to school. Students are expected to



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keep these items stowed on our racks to the front of the school.

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. Students who use this form of transportation to and from school should walk while on school property as well as wear appropriate protection, have their parents' permission, and follow all traffic rules.

Student drop off and pick up

Please note the steps outlined in our Montrose Traffic Plan document that have been established to ensure safe arrival and dismissal of students. Your continued commitment to these expectations is very helpful in creating a safe environment for our children.

[Montrose Traffic Plan.pdf \(gppsd.ab.ca\)](#)

Report Cards

Report cards will be sent home three (3) times per year. The first at the end of November, the second in March, and the third at the end of June. The first two report cards are accompanied by parent-teacher interviews.

Parent-Teacher Interviews

Parent-teacher interviews (PTI) will be scheduled after each of the first and second report cards. The schedule for the report cards going home and the parent-teacher interviews may be found in the detailed calendar of events located in this handbook. To make booking of parent-teacher interviews manageable our school uses Sign-Up Genius. Parents are sent a link to use to sign up for their PTIs. Parents are encouraged to contact teachers directly at any time to discuss their child's progress.

Visitors

Parents or guardians are welcomed into the school. We ask that all visitors check in at the office immediately upon entering the school to sign in. Anyone picking up a child from the school early can enter the school or call the office to let the school know you have arrived.

Volunteers



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Volunteers are always welcomed and greatly appreciated by school staff. Volunteers who are going to be working with students individually are required to have an updated criminal record check and child vulnerability check. Please see the office for a form that will help provide these checks at no cost. To find out if your volunteering will require these, contact your child's teacher.

Allergy Practice

Montrose is an allergy aware school. It is our policy, to establish measures to ensure a safe environment for students with allergies, based on individual needs.

These measures include:

- Discussion with the student, family, teaching staff and an administrator to establish needs and the procedures that will be put in place to fulfil those needs of students with allergies and severe anaphylaxis.
- Photographs of students with severe allergies and information about their needs are posted in the staff room. Information about specific needs and procedures may be shared at a staff meeting.
- Teachers of a student with severe allergies are asked to keep a copy of how to proceed in an emergency with their sub-plans.
- All students in a class with a student with severe allergies are trained to respect that student's needs e.g. learning to read food labels and not bringing snacks containing peanuts into the room.
- If necessary, a separate area is made available for eating.
- Students who know they may require the use of an epi-pen must bring their own to school and carry it on their person. In cases where the student is not mature enough to do so, alternate plans are discussed.
- Should a student experience a severe allergic reaction help can be accessed through the school phone system. Instructions on how to use the phone in an emergency are clearly posted beside every phone.

Administration of Medication



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Administration of medication to students is the responsibility of the student's parent, legal guardian, and/or physician. School Board policy encourages parents/legal guardians to make every effort to arrange for medication under the supervision, or subject to the direction of the parent, legal guardian and/or physician. To request the administration of medication please fill in the linked form:

[AP 316 - Administration of Medication and Medical Treatment to Students.pdf \(gppsd.ab.ca\)](#)

EIPEN POLICY A student requiring an epipen must always carry it with them and keep it readily accessible. The teachers must be informed as to where the epipen is being carried.

Emergency Contact- Updating Contacts

It is very important that the school has current home and business phone numbers so those 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 be sure to update the school or changes in phone numbers and/or email addresses.