



# Mannville School Student and Parent Handbook



*#royalsstrong*  
*#learning&leading*

Mannville School engages and empowers a community of continuous learners by creating opportunities for maximizing student growth and leadership, in a safe and caring environment.

---

## Family/Guardian Role

### What do I need to know for my child before school starts?

- Our school supply lists are available at [mannville.btps.ca](http://mannville.btps.ca)
- Timetables for JR/SR High are also available on the website. Elementary timetables can be shared with parents by contacting your child's homeroom teacher.
- Our website calendar will be updated on a regular basis with events and activities happening within the school.

### What will the school day look like?

- School starts on **September 5th, 2023** for ALL students in Grades 1-12. Mrs. Tod has sent Kindergarten parents additional information regarding start up.
- Arrival and supervision of students starts at 8:40am. If students arrive before 8:40am, they will be required to wait at their entrance outside if weather conditions are suitable. Please note that teachers will not be on supervision until 8:40a.m. Therefore, we prefer students to arrive after that time. First period class starts at 8:55am and our dismissal bell rings at 3:27pm. Our [bell schedule](#) can be found on the school website.
- Please remember to use the drop off zone on the south side of 52<sup>nd</sup> avenue to drop off and pick up your child. This is a NO PARKING zone. **Please also refrain from driving through the bus loop between the hours of 8:30-9:00am and 3:15-3:45pm to ensure student safety.** If you need to park and wait, please use main street and/or the student parking (east lot) at the school.

### Can I enter the school as a parent/guardian/visitor?

- On the first day of school, if parents/guardians need to enter the school with a student, please enter the building through the main doors.
- When possible, we would kindly ask for parents/guardians to remain outside the school to pick-up and drop off their children. If entry to the school is required or essential please go through the main entrance.
- At the end of the day, parents/guardians can pick up their student outside of their assigned dismissal doors (Kindergarten and Gr. 1,2,3 through the west playground door, Grades 4,5,6 through the middle elementary door, and Junior and Senior students through the main entrance.
- Students leaving the school at any point through the day that is not morning entry or afternoon exit, will be required to sign out at the office with parental permission.

---

## Lunch Hour

- K-6 will have recess and then eat lunch. Jr./Sr. high students will all eat and have their break.
- K-6 will eat in their homeroom classroom. Grades 7-12 will eat in the multi-purpose room.
- [Mannville School Hot Lunch](#) and Breakfast program will continue to run and provide students with healthy and nutritious options. **Please watch for upcoming emails to purchase meal plans for the school year.**
- Junior and senior high students who wish to leave the school premises during the lunch break, will be required to submit a [Mannville School Off-Campus Permission form](#) in order to do so. One letter per school year is required and can be found on our school website.

## Bussing

- Please communicate with your child's bus driver if your child is not going to be on the school bus. Please also refer to the [BTPS website](#) or Bus Status App for up to date information regarding bus route status.

## IMPORTANT REMINDERS

### Communication:

- Please ensure that your child(ren) is aware of after school arrangements before coming to school. This will help to minimize the number of messages passed on to children during school hours.
- School updates and communication will be sent via SWIFT messaging. Please ensure all contact information and email addresses are up to date at the beginning of the school year on the demographic forms sent home in September.
- We strongly encourage our parents/guardians to address challenges that may surface throughout the year by following the "resolution process" that can be found under the "Parent" section on our [school website](#).

### Parent Portal & Online Reporting:

- Through [Parent Portal](#) you will be able to see attendance, marks, comments, teacher email addresses, BTPS Transportation Fees and BTPS tuition fees, student demographic information (please let us know if it needs updating), and general school information. Please log-in on a regular basis to keep up to date and informed. Please contact office administration if you need help setting up your account.

---

### Attendance and Lates

- Please write a note in the agenda, call, or email the office ([mannville@btps.ca](mailto:mannville@btps.ca)) to notify the school of any absences/lates. If you have not contacted the school and/or teacher to inform us of your child's absence, you will be notified by our automated system to confirm your child is safe. Please also refer to our [Mannville School Attendance Policy](#).

### Nut Aware

- We have students within our school that have nut allergies. As a result, our entire school is nut aware. This means that your child may not bring any nuts, peanut butter or nut products in their lunch, or any food that is made with nuts, peanut butter or nut products.

### Social Media

- Positive communication is essential to build and maintain relationships with our school community. We kindly ask to use our social media sites as positive forms of communication. Please see our Mannville Royals Page, Twitter, and Instagram accounts to stay up to date on the learning and events happening at the school.

### School Council

- Parental input and communication into school decisions is vitally important for a school to be successful. If you wish to become involved in the School Council or one of its committees for the school year, please contact school administration.

### Weather Conditions

- When the temperature is -25 or colder (with or without windchill) students will stay indoors for recess or planned winter activities, such as skating.

### Healthy Food Choices

- Mannville School staff strongly encourage students to eat healthy while at school. Energy drinks are strongly discouraged. Students will be kindly asked to take them home or dispose of them if they are brought to school.

### Student Dress and Appearance

- At Mannville School, students should dress appropriately for school and weather conditions. Clothing with suggestions of alcohol, drugs, tobacco, sexual, and racial nature displayed are not permitted. Clothing should not be offensive or a distraction to others. If necessary, students will be asked to change or cover-up. Students

---

must also wear appropriate clothing and footwear for physical education and CTF/CTS classes.

### Student Driving Policy

BTPS encourages the use of school busses rather than privately owned vehicles to provide for internal and external transportation of students. However, due to circumstances, students may infrequently or upon occasion, require the use of their personal vehicle.

When private vehicles are used for transportation, the following guideline will apply.

- Students who wish to transport themselves during school hours cannot carry any other students other passengers except for his/her immediate family members
- [701.4AP Student Transportation for Curricular or Extracurricular Trips](#)

### **Important Documents**

- [Mannville School Accountability Plan](#)
- [Mannville School Cell Phone Policy](#)
- [Mannville School Attendance Policy](#)
- [Mannville School Off Campus Permission Google Form 2023-2024](#)
- [Resolution Process-Working Together to Resolve Differences](#)