



# École Munroe Middle School

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## **Hello, Bienvenue Families!**

We are excited that you are joining the École Munroe Middle School Mustang family for the 23-24 school year which is located on the original lands of the Anishinaabeg, Ininiwak, Anishininiwak, Dakota, and Dene Peoples and the homeland of the Red River Métis.

### **2023-2024 Student Supply List for All Grades:**

#### **PLEASE NOTE:**

- *All items should be labeled with student's name.*
- *Students will need phys. Ed clothes to change for gym. This is for safety and personal hygiene.*
  - ★ Zippered Binder
  - ★ Safety goggles
  - ★ 1 Water bottle
  - ★ 2 Kleenex boxes
  - ★ Headphones / Earbuds
  - ★ Backpack
  - ★ Gym clothes and running shoes
  - ★ Indoor shoes once students begin wearing boots

Teachers will purchase all consumables and distribute them on an as needed basis.

Information about year books will be shared later in the year. Please watch for emails.

### **2023-2024 Student Fees:**

Art – \$30.00 for art kit **OR** Band - \$30.00

Agendas – French **OR** English – \$8.00

Classroom consumables/materials/fees for special events – \$42.00

**TOTAL: \$80.00**

**Families are invited to pay their student fees in advance of next year by accessing the RETSD Parent Portal. We can accept monthly payments.** If you would like to pay monthly, please call the office and we will help with that. We will use funds to purchase consumable supplies which will be provided to students in class. This fee also includes the band/art fee, some fees/materials required for special events/programming, and an agenda. Please try to pay student fees by Thursday, September 14<sup>th</sup> or contact the office by that date to make arrangements.



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## Classroom Placement

Families and students can access their 2023-24 classroom placement, schedules, student fees and transportation information via the Parent Portal. Parents and students can log into the Parent Portal and click on the schedule tab. The class named ATT.PM is the student's homeroom. Grade 6 classroom placements are decided in consultation with sending schools and are informed by current teachers, resource teachers, the guidance counsellor, administration, as well as parent feedback. Grade 7 and 8 classroom placements are decided through consultation with current teachers, resource teachers, the guidance counsellor and administration as well as parent feedback. Academic needs, social connections and well-being inform these decisions with the goal of creating balanced learning environments, supportive of all students. We understand that change can bring some uncertain feelings. We will support children in their new placements and help them build stamina for change. A reminder that band and art commitments are for the entire year. If you have any questions regarding transportation, please contact them directly at 204.669.0202.

## First Day of School

Students are asked to report to school on **Wednesday, September 6**. We have a staggered entry at Munroe. Our grade 6 students attend all day and will be supported in their transition by all staff. **Grade 7 and 8's come in the afternoon only**. Read on for more details!

**Grade 6** students are to arrive at school no earlier than **8:25 am** to meet their teachers on the front lawn of the school. This is when teachers will be present to support new students. Pylons will be marked with teacher's names to help you find your place. Students should carry a good backpack and bring only the few supplies requested. Backpacks will hang in lockers or on hooks inside the classroom. Students will change for Phys. Ed for safety and hygiene reasons. Once in the classrooms, opening day orientation to École Munroe Middle School will begin. Following the orientation, the students will follow their scheduled timetable with dismissal at 3:15 p.m.

**Grade 7 and 8 students** report in the **afternoon** and should begin gathering outside at their designated spot no earlier than **12:05 pm**. Students will follow their scheduled timetable with dismissal at 3:15 p.m.

**All** students are expected to head home when the bell rings and this includes students who are waiting to be picked up. There are no adults on duty after school to monitor students nor do students wait for rides inside the building.

\*See the map on the next page that indicates where your class will line up.



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## **General School Information:**

The school day begins at 8:35 a.m. Students should not arrive before 8:25 as this is when teachers arrive on duty. The lunch break is from 11:25 a.m. to 12:15 p.m. The day ends at 3:15 p.m. Students are expected to head home unless involved in afterschool sports or clubs. Families are responsible for arranging before and after school care.

## **Lunch Hour**

Grade 6 students are to remain on the property for lunch unless they regularly go home. If families are picking up grade 6 students for lunch or if there is a change in practice, please notify the office to indicate their absence. Grade 7 and 8 students have the option to leave the property for lunch. During the lunch break, students remain in their classrooms to eat and will be supervised by teachers on duty. In consideration of a sustainable environment, we encourage a litter free lunch. Please use lunch kits and use thermoses when you want your child to have a hot lunch. Using this method has resulted in all students having their food available immediately, conservation of energy, and a cleaner shared eating area.

We strongly encourage students to remain at school and on property to engage in the many events that support an active lifestyle and build healthy connections. A reminder that if you need to pick up your child for any reason, please contact the office to let us know about appointments. Students need to be signed out of the school at that time.



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Please refrain from ordering your child food from delivery services (Skip the Dishes etc.) We cannot consistently manage delivery times, calls for confirmation of delivery, and ensure that your child receives their food in a timely manner. If you would like your child to have a special lunch at school, please consider participating in one of the lunch fundraisers we offer throughout the year. Families are encouraged to send a pre-made lunch which supports students in staying and participating in extra curricular activities, clubs, and intramurals. If you have any questions around our lunch hour and/or device policies, please feel free to contact the school for more information.

Our school operates with three reporting periods. Our first report card will be available on the Parent Portal on Wednesday November 29<sup>th</sup>, 2023. Our first Student conferences will take place on December 6<sup>th</sup> and 7<sup>th</sup> from 4:00 to 7:00pm. Our second report card comes out on Monday March 18<sup>th</sup>. Our spring conference is our Celebration of Learning event on Wednesday March 20<sup>th</sup> and Thursday March 21<sup>st</sup> from 5:00 to 7:00 pm. Final reports come out the last day of classes in June, Friday June 28<sup>th</sup>.

## Devices

Munroe is a device friendly school. This can be a big change for our incoming students. We encourage parents and students to have conversations around the idea of bringing a device to school prior to the school year. Students are responsible for their actions when using a device at school and should use it in an appropriate manner. This includes the use of social media, recording images and texting that may result in a negative impact on others. Our expectations align with the **Divisional Policy** on student owned devices (**JICJ**) which can be found on the RETSD webpage. Munroe is not responsible for lost or stolen devices. Teachers will clearly communicate how devices may be used as defined by our school wide Digital Citizenship expectations These expectations are created with our students. If devices are being used in a manner that is distracting to learning, in contradiction to class, school or divisional device expectations, students will be asked to turn their device in to the teacher or the administration for the remainder of the day. Guardians will receive a call when this occurs.

Student use of devices are permitted during the school day when directed by the teacher for learning purposes. It is expected that students put their devices away upon entering the building. They will be turned off/silenced, stored in a numbered classroom “parking lot”. This strategy has proven very effective with our students! Phones and devices are not allowed in the gym or applied arts. Earbuds and headphones need to be removed upon entry to the school and only one ear bud can be worn during the lunch hour in case of announcements and fire drills. Devices are not taken on school sponsored field trips unless they are directly connected to learning. It is expected that parent communication with students occurs through the office. For example, if your child texts and tells you they are not well or are in need of support for any reason, please call the school immediately so we can assist your student and you in coordinating to address that need. Parents are reminded not to text students during the academic day as it disrupts the learning environment and can cause anxious feelings. Students are permitted to use their devices during the lunch hour while eating or when heading outside. We really encourage putting devices away to enjoy the time to connect with friends and play. We look forward to working as a team and are here to help!

Keep reading! We are almost done!



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## **Driving, Drop off, Pick up, and Parking**

If you are driving your student to school, please drop them off in the back parking lot area and exit immediately. No parking is available for parents as all spots are reserved for paying staff. Please do not idle in visitor spots as those are used by guests to the school for meetings etc. Students can also be dropped off on a side street and walk. Please note there is no parking or drop off zone on Munroe Ave in front of the school. All students should cross at the lights on the corner if being dropped off on the south side of the street. If you are picking up your student and parking on Munroe at the end of the day, students will be directed to cross at the lights for safety.

## **Information Sharing**

We send home many updates via email during the year. Please make sure you make us aware of any email changes. If you find you are not receiving emails, call the school to verify information and check your junk folder to see if your emails are going there. If you read emails from your cell phone, please make sure you download the Adobe App as we send out information on PDF files. You are also invited to follow us at @mun\_RETSD on Twitter and munroemustangs on Instagram.

Sincerely,

Carolyn Nazeravich  
Principal

Chad Duffield  
Vice Principal