



TIMBERLEA PUBLIC SCHOOL

# 2024-2025 Student Handbook

A Great Place to Grow & Learn

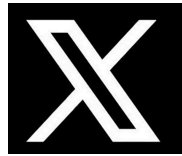
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Monthly  
Newsletters



Contact  
Us



## Location - Heart of Timberlea

Address: 107 Brett Drive, Fort McMurray, AB, T9K 1V1

Telephone: 780-743-5771

Email: [timberlea.info@fmprsd.ab.ca](mailto:timberlea.info@fmprsd.ab.ca)

Website: <https://timberlea.fmprsd.schools.ca>

### Our Vision

*TIMBERLEA PUBLIC SCHOOL IS A SAFE AND CARING COMMUNITY STRIVING FOR EXCELLENCE IN LEARNING.*

### Our Mission

*WE ARE DEDICATED TO SUPPORTING EVERY CHILD IN BECOMING A SUCCESSFUL AND RESPONSIBLE CITIZEN.*

# 24-25 Division Calendar

[fmpsdschools.ca/calendar](https://fmpsdschools.ca/calendar)



## 2024-2025 DIVISION CALENDAR

231 Hardin Street,  
Fort McMurray, AB T9H 2G2  
PH: 780-799-7900

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

KEY						
	Important Day-Students					
	PD Day Staff Only					
	Important Day - Staff					
	School Break All					
	PLF - Staff Only					
	Day in Lieu - No School					
	Stat Holiday - No School					

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES						

April 2025						
Su	M	Tu	W	Th	F	Sa
					4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Semester 1						
Operational Days: 98						
Instructional Days: 84						
Semester 2						
Operational Days: 97						
Instructional Days: 85						
Total Operational: 195						
Total Instructional: 169						

- August**
- 5 Civic Holiday
  - 20 Schools open for registration
  - 24 First Day, Teachers
  - 29 First Day, School-Based CUPE
- December**
- 6 PLF #5 (No School for Students)
  - 20 PLF #6 (No School for Students)
  - 25 Christmas Day (No School)
  - 26 Stat Holiday (No School)
  - 23-31 Winter Break (No School)
- April**
- 4 PLF #11 (No School for Students)
  - 14-17 Spring Break (No School)
  - 18 Good Friday (No School)
  - 21 Spring Break (No School)

- September**
- 2 Labour Day (No School)
  - 3 First day, Students
  - 20 PLF #1 (No School for Students)
  - 30 National Day of Truth & Reconciliation (No School)
- January**
- 1 New Years Day (No School)
  - 2-3 Winter Break (No School)
  - 6 School Resumes from Winter Break
  - 24 PLF #7 (No School for Students)
  - 29 Semester 2 Begins
  - 31 PD Day (No School for Students)
- May**
- 2 PLF #12 (No School for Students)
  - 16 PFI Day in Lieu (No School)
  - 19 Victoria Day (No School)

- October**
- 11 PLF #2 (No School for Students)
  - 14 Thanksgiving Day (No School)
  - 25 PLF #3 (No School for Students)
- February**
- 14 PLF #8 (No School for Students)
  - 17 Family Day (No School)
  - 24-26 Convention Break (No School)
  - 27-28 ATA Staff at Teachers Convention (No School)
- June**
- 6 PLF #13 (No School for Students)
  - 25 Last Day, Students
  - 27 Last Day, Staff

- November**
- 1 Institute Day (No School for Students)
  - 8 PFI Day in Lieu (No School)
  - 11 Remembrance Day (No School)
  - 22 PLF #4 (No School for Students)
- March**
- 14 PLF #9 (No School for Students)
  - 28 PLF #10 (No School for Students)
- July**
- 1 Canada Day



## Land Acknowledgement



Fort McMurray Public School Division acknowledges that we are on Treaty 8 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Dënësulinë, and Métis.

We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries. We are dedicated to honouring the intent and spirit of Treaty 8.



Each year, classrooms elect Members of Parliament and all students elect a Prime Minister and Deputy.

## Welcome to Wolf Land!

*MicroSociety*® is an educational model that creates a thriving, modern-day, mini-metropolis, with students taking on real-world roles and responsibilities of government officials, business owners and managers, law enforcement, non-profit work, and participating in all aspects of a consumer marketplace. A built-in "Micro-university" engages business, government, and other community leaders to share their knowledge and experience with students and staff. At Timberlea School, this society is named "Wolf Land", and was created and managed by students and facilitated by teachers and community mentors.

**Timberlea Public is the only school in Fort McMurray offering this unique educational experience.**

## Apple Schools

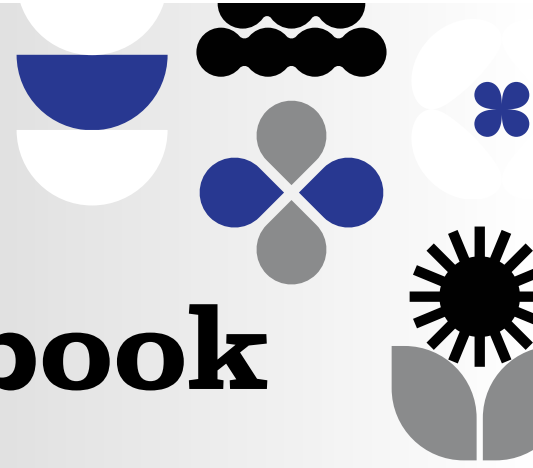
Timberlea Public School is proud to be an APPLE School (Alberta Project Promoting active Living and healthy Eating). As part of this initiative our school's Health Champion will work with the entire school community: students, staff, parents and community organizations, to promote healthy eating and active living.

Because the health of our children is such a vital, **parents are encouraged to provide their children with healthy lunches and snacks.** It is our wish to work with students, parents and the entire school community to make the healthy choice the easy choice.



TIMBERLEA PUBLIC SCHOOL

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**Carla Seguin**, Chair of  
School Council

## *Get Involved: Engaged Parents Greatly Impact Student Success!*

All parents/guardians of Timberlea Public School students are members of **Timberlea School Council**, and invited to attend monthly meetings held at the school. Timberlea School Council acts in an advisory capacity to the school principal and is kept informed of all plans and programs.



**Hope Martin**, President of  
TSPA, 2021 -2024

## *Give Back: Giving Parents Positively Impact Student Programming!*

**Timberlea School Parents Association** works diligently to fundraise in support of opportunities at the school like our Halloween Dance or Alien In-Line Skating Program. This past year, TSPA was involved in purchasing a brand new electronic sign to increase communication and beautification.

# Bell Times

*Supervision begins at 7:45am*

First Bell	8:00 a.m.
Classes begin	8:05 a.m.
Morning recess	9:45 a.m. - 10:00 a.m.
Lunch break	12:00 p.m. - 12:20 p.m.
Afternoon recess	12:20 p.m. - 12:40 p.m.
Dismissal	2:40 p.m.

## **Kindergarten and Early Childhood Development Program (ECDP):**

Morning session	8:05 a.m. - 10:55 a.m.
Afternoon session	11:50 a.m. - 2:40 p.m.

**Office Hours are from 7:30am - 3:30pm**

**Reporting absences? Email [tl.absences@fmps.ab.ca](mailto:tl.absences@fmps.ab.ca).**

## **Hot Lunch Program**

Students may be offered the option of ordering a healthy lunch served on Tuesdays and Thursdays provided by local vendors. All orders are made online on a month by month basis, with a due date of 20th of each month and must be paid for in advance on Parent Portal. Further details regarding the menu, cost and procedures for ordering will be provided prior to the beginning of the hot lunch program.



# Electronics Use Policy

Computers and networks are in place for educational and research purposes and/or the support of those purposes consistent with the educational objectives of Fort McMurray Public School Division. Teachers will monitor student access while using school computers.

**Inappropriate use of any electronic device may result in confiscation and banning of further use at school.**

Any other use of student phones is **only permitted** prior to 8:00 a.m. and after 2:40 p.m. The use of student cell phones for personal reasons is **not** permitted during the school day

**TIMBERLEA PUBLIC SCHOOL IS NOT RESPONSIBLE FOR DAMAGE OR LOSS OF PERSONAL ELECTRONIC DEVICES OR OTHER PERSONAL PROPERTY.**

**THEY ARE THE SOLE RESPONSIBILITY OF THE OWNER.**

## School Supplies & Textbooks

Students are expected to provide their own basic school supplies. Supply lists are available in the school office or on our website.

Students are assigned textbooks for the courses they are taking subject to the following procedures:

- Students are responsible for the textbooks issued to them.
- Students are responsible to return the same textbooks that were issued to them.

Textbooks which are not returned for any reason (lost, borrowed, stolen, destroyed) or which are damaged beyond normal use must be paid for by the student to whom the books were issued.





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## Student Safety

### Bicycles, Skateboards, Rollerblades, & Scooters (No E-Bikes Allowed On School Property)

From 8:00am to 2:40pm students are requested to walk their bikes, skateboards, rollerblades and scooters while on school property. Bicycles must be locked in the racks provided. Scooters and skateboards must be kept inside classrooms or lockers. Electronic Bikes or E-Scooters are **NOT PERMITTED** on school grounds due to potential risks and increased theft.

### Inclement Weather

Students are expected to wear clothing appropriate for the weather conditions at all times and spare set of clothes is highly recommended. **When the temperature drops below -24C (including wind chill) or during other inclement weather (poor air quality), students will be supervised in their classrooms.**

### Medical Issues

The Fort McMurray Public School Board has approved a policy concerning the administering of medication to students. There are very specific procedures with forms that must be completed by a parent and family doctor if a student is unable to self-administer medication.

### Bullying - WITS Program

The WITS Program is geared towards culturally changing how we view conflict and peer victimisation that avoids trying to "fix" children. Rather, a change in school culture is what brings about minimization of bullying incidents. The focus is on providing students with strategies to manage peer conflict, and therefore prevent bullying and chronic victimisation

Students are taught to **W**alk away, **I**gnore, **T**alk it out, and **S**eek help whenever confronted with a situation where others may be trying to harm them or purposefully make them feel bad. The WITS program unites community-based emergency service professionals, school staff, older students and parents to speak with one voice to help young children deal with peer conflict and victimisation.

# Student Discipline

## Restorative Practices

We believe that all students can conduct themselves appropriately and meet the school's reasonable expectations. However, should a student ignore or abuse the school guidelines, the behaviour will be considered inappropriate and will lead to logical consequences. Our school prioritises inclusion of students even when misbehaving, so restorative practices will be used in these situations.

Students will be required to face those directly affected by their negative behaviours and make some type of restitution for their actions. The intention is to show students the real impacts their behaviour has on others, and provides an opportunity to make up for their mistakes in ways that are acceptable to those who have been wronged.

## Minor Offences

All minor misbehaviours will be handled on the spot in class, hallways, playground or general areas of the school by supervising staff. Interventions will focus on correcting the student's behaviour and assisting them to make good decisions for the future. The teacher/supervisor may suggest that the student do any of the following:

- Have a brief cool down time, away from others
- Stay with the teacher/supervisor and discuss ways to solve the problem
- Move to a different area to play
- Leave the group and find another activity
- Problem solve with the other person when a disagreement arises.

Should the student choose not to co-operate in applying the strategies suggested or should the problem persist after these strategies have been tried, the student may be directed to meet with a school administrator to discuss the problem and develop a plan of action to make up for their mistakes.

## Major Offences

Major offences will be categorised as follows:

- Conduct, which interferes with or threatens the orderly functions of the school or adversely affects the well-being of others.
- Conduct injurious to the safety and/or dignity of students or staff.

In accordance with the provisions of the Alberta Education Act, Fort McMurray Public School Board policy states that the following unacceptable behaviour may be considered as grounds for in-school or out of school suspension (not a complete list):

- habitual neglect of duty
- open opposition to authority
- use of improper or profane language
- inappropriate or threatening gestures
- disruptive classroom behaviour
- deliberate destruction of property
- possession or use of illegal drugs or alcohol
- personal harassment (any behaviour that has as its intent or effect to alarm, provoke, intimidate, or belittle a person)
- sexual harassment (any unwelcome behaviour which is sexual in nature)
- actions which are injurious to the moral tone and wellbeing of the school or other individuals.





Principal: Nazia Hiscock

# Home of the #Timberwolves

Register at <https://www.fmpsdschools.ca/registration/> and join this growing school community!

## Timberlea Public School

Address: 107 Brett Drive, Fort McMurray, AB, T9K 1V1

Telephone: 780-743-5771

Email: [timberlea.info@fmps.ab.ca](mailto:timberlea.info@fmps.ab.ca)

Website: <https://timberlea.fmpsdschools.ca>

