

SCHULER

STUDENT - PARENT HANDBOOK

GRADES K - 9



LET'S GIVE BACK ... NOT SIT BACK

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Schuler School

Preparing Today for the Achievements of Tomorrow

20 1st Ave W, Schuler AB ToJ 3Bo

Phone: 403-839-3732

Prairie Rose School Division

WELCOME TO SCHULER SCHOOL

Schuler School is a small rural school that sits in the heart of a ranching and farming community. The present building was built in 2017 and boasts the latest in technology in the four classrooms as well as the VC suite, and project space. A big, bright learning commons allows students to work individually or in groups and doubles as a lunch space where all students can eat and socialize together. The state-of-the art gym provides a learning space for all physical activities as well as drama performances. A commercial kitchen allows school and community members to provide food safe meals.

Schuler School prides itself on providing students with opportunities to pursue academic and athletic excellence and to experience a sense of belonging. At Schuler School we believe that in partnership with school staff, students, parents and community members, it is our mission to **prepare students today for the achievements of tomorrow**. We believe this is best achieved by addressing the academic, social and character needs of our students.

Academically, we believe our students need to attain mastery of basic facts and skills. It is upon this foundation that development of further intellectual characteristics such as critical thinking, problem solving, decision making, intellectual curiosity, creativity, appreciation of past and present accomplishments, and life-long learning will be enabled.

Socially, we believe our students need opportunities to develop appropriate relationships with others and healthy attitudes towards themselves. They need opportunities to learn and practice social skills such as compassion, kindness, forgiveness, cooperation, acceptance, self-confidence, promptness, neatness, attentiveness, selflessness and physical fitness.

Finally, we believe our students need to develop a knowledge and understanding of character traits with respect to the understanding and acquisition of commonly held public virtues such as self-discipline, responsibility, respect, work ethic, courage, perseverance, honesty, justice, loyalty, civic duty and commitment to democratic ideals. We believe that these character traits are universal standards of conduct, applicable to everyone regardless of race, religion or socio-economic status. We believe that instructing our students in matters of character has as much bearing on their future achievements as their academic and social education.

Our goal is to pass on to the next generation those academic, social and character traits necessary for them to become successful, contributing citizens in our community and world. While Schuler School represents the brick and mortar site of this task, we acknowledge that we are not the only or the first such contributors. Other important sources of influence include the home and community. In partnership together, we can and will shape our students in these key areas and in so doing, prepare them for the achievements of tomorrow.

Parents and community members are always welcome in our school. Do not hesitate to call with questions and/or concerns at 403-839-3732. Parents are urged to familiarize themselves with the contents of this document and discuss the information with their students and staff.

SCHULER STAFF

ADMINISTRATION

Kerry Watson (kerrywatson@prrd8.ca) Principal & Grades 7-9

SUPPORT STAFF - ADMINISTRATIVE

Janice Herman (janiceherman@prrd8.ca) Secretary/Librarian/EA

TEACHERS

Jacquie Noerenberg (jacquienoerenberg@prrd8.ca) Grades 1-2

Anne Maier (annemaier@prrd8.ca) Grades 3-4

Danika Resch (danikaresch@prrd8.ca) Grades 5-6

Shauna Sehn (shaunasehn@prrd8.ca) Private Kindergarten

SUPPORT STAFF - EDUCATIONAL ASSISTANTS & CUSTODIAL

Lisa Newby (lisanewby@prrd8.ca) EA

Paige McLean (paigemclean@prrd8.ca) EA

Murray Assman – (murrayassman@prrd8.ca) Head Custodian

BELL SCHEDULE

8:45 – 8:50 **Home Room**

8:50 -9:35 Period 1

9:35 – 10:15 Period 2

10:15 - 10:30 **Recess**

10:30 – 11:10 Period 3

11:10 – 11:50 Period 4

11:50 – 12:30 **Lunch Break**

12:30 – 1:10 Period 5

1:10 – 1:50 Period 6

1:50 – 2:05 **Recess**

2:05 – 2:45 Period 7

2:45 – 3:20 Period 8

2020 - 2021 CALENDAR

Sept.	7 Labour Day ~ NO SCHOOL
	14..... ECS Screenings, Parent Council AGM @ 6:00 PM
	18..... PD Day ~ NO SCHOOL
	30..... Orange Shirt Day
Oct.	2 Terry Fox Run @ 2:00 PM
	7 Turkey Trot @ 2:30 PM
	12..... Thanksgiving Day ~ NO SCHOOL
	13..... PD Day ~ NO SCHOOL
	15..... School Pictures by Lifetouch
	30..... Halloween Activities
Nov.	10 Remembrance Day Service @ 2:30 PM
	11 Remembrance Day - NO SCHOOL
	19 REPORT CARDS
	20 PD Day - NO SCHOOL
	26 Parent Teacher Interviews (4:00 – 7:00 PM)
Dec.	18 Early Dismissal @ 2:00 PM
December 19 - January 3 ~ Christmas Holidays ~ NO SCHOOL	
January	28..... Semester 2 begins for options
February	5 SI Day - NO SCHOOL.....
	13 - 21 Family Day, Teacher's Convention ~ NO SCHOOL
March	12..... Report Cards
	18 Parent Teacher Interviews
	19 SI Day ~ NO SCHOOL
March 27 - April 5 ~ Easter Vacation ~ NO SCHOOL	
April	19 Spring Pictures by Lifetouch
	26..... SI Day ~ NO SCHOOL
May	21..... SI Day ~ NO SCHOOL
	24..... Victoria Day ~ NO SCHOOL
June	25 Report Cards, Last Student/Staff Day - Early Dismissal @ 12:00 PM

PRAIRIE ROSE SCHOOL DIVISION NO. 8

2020-2021 School Year Board Approved Revision - Sept. 8, 2020

August 2020							September 2020							October 2020							November 2020						
Pupil - 1 Staff - 5							Pupil - 20 Staff - 21							Pupil - 20 Staff - 21							Pupil - 19 Staff - 20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	H7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	H11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	PD	19	11	H12	PD	14	15	16	17	15	16	17	18	19	SI 20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	CS25	SI 26	SI 27	S 28	29	27	28	29	30			25	26	27	28	29	30	31	29	30						
30	P 31	CS - Teacher Planning Day						PD Day - Teachers (no school)						PD Day - Support Staff													
B - All Staff (no students)							Support Staff - Day off							SI Day - Teachers (no school)													
P - First day - Students																											

December 2020							January 2021							February 2021							March 2021						
Pupil - 14 Staff - 14							Pupil - 20 Staff - 20							Pupil - 14 Staff - 17							Pupil - 22 Staff - 23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						H1	H2	1	2	3	4	SI 5	6	1	2	3	4	5	6		
6	7	8	9	10	11	12	H3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
13	14	15	16	17	18	H19	10	11	12	13	14	15	16	14	H15	H16	H17	C18	C19	20	14	15	16	17	18	SI 19	20
H20	H21	H22	H23	H24	H25	H26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	H 27
H27	H28	H29	H30	H31			24	25	26	27	28	29	30	28							H 28	H 29	H 30	H 31			
2:00 pm dismissal on Dec 18							Diploma Exams; Jan 20 - 27																				
							Semester 2 begins January 28																				

April 2021							May 2021							June 2021													
Pupil - 15 Staff - 16							Pupil - 19 Staff - 20							Pupil - 19 Staff - 19													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					H 1	H 2	H 3						1			1	2	3	4	5							
H 4	H 5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
18	19	20	21	22	23	24	16	17	18	19	20	SI 21	22	20	21	22	23	24	PS 25	26							
25	SI 26	27	28	29	30		23	H24	25	26	27	28	29	27	28	29	30										
							30	31					Diploma Exams: June 17 -25							Last day for students and staff.							
														Noon dismissal for students													



Sch Improve Days (No school)	5	4	9
Teachers Convention	2	2	2
School Openings	7	6	13
Instructional Days	92	91	183
Operational Days	99	97	196

SI - School Improvement Day (No school for students) H - Holiday (no school) C - Teachers Convention (no school)

LINES OF COMMUNICATION

“If I have a question or concern, who do I contact?”

It is very important when addressing questions or concerns that a proper line of communication is used to help ensure that concerns are resolved in a timely and appropriate way. If you have any questions or concerns regarding your child’s program, please feel free to contact the school to discuss these matters.

Teacher

Always talk to your child’s teacher first. Often a misunderstanding or a question can be cleared up quickly. Our teachers want to help.

Principal

The school’s Principal is your next step if the problem is unresolved. She will listen to you and get back to you with further clarification or will set up another meeting with you.

Central Office

If your unresolved concern deals with inclusive education, your next contact is the Director of Inclusion. If it is still unresolved, you may contact the Superintendent. Your final step is to appeal a decision, etc. to the Board as a whole.

Minister of Education

Some issues can have a further appeal to the Minister of Education.

We must remember that most concerns arise from a lack of information or from misinformation. Therefore, it is important to approach any concern with the idea of understanding the situation in order to work together towards a positive solution.

NEWSLETTER / WEBPAGE / FACEBOOK / SCHOOL MESSENGER

Schuler School uses a variety of communication strategies to help stay in touch with parents. Each month, we issue a school newsletter that highlights some of the great things that have happened at the school, while also providing detailed information about upcoming activities. To reduce our impact on the environment, our newsletter is distributed digitally, unless otherwise requested. We also have a school website that can be found at www.schulerschool.ca. Please check this website frequently for information about recent activities and upcoming important events. You can also “Like” us on Facebook for immediate updates to your cell phone. Schuler School also uses Twitter and School Messenger to ensure parents are up to date on events in the school.

SCHULER SCHOOL BEHAVIOUR POLICY

The Schuler School Behaviour Policy has been developed to reflect the values and policies laid out in the Alberta Education Act, which states:

A student shall conduct himself or herself to reasonably comply with the following Code of Conduct:

- (a) be diligent in pursuing the student’s studies;
- (b) attend school regularly and punctually;
- (c) cooperate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student’s teachers for the student’s conduct;
- (f) respect the rights of others;

- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

STUDENTS CODE OF CONDUCT - PRSD POLICY A305

PURPOSE

To establish and maintain a welcoming, caring, respectful, and safe learning environment for all students, staff and guests of the Prairie Rose School Division.

Statement Regarding the Alberta Human Rights Act

WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;

WHEREAS multiculturalism describes the diverse racial and cultural composition of Alberta society and its importance is recognized in Alberta as a fundamental principle and a matter of public policy;

WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all Albertans should share in an awareness and appreciation of the diverse racial and cultural composition of society and that the richness of life in Alberta is enhanced by sharing that diversity;

THEREFORE, discrimination on any of the prohibited grounds in Section 4 of the Alberta Human Rights Act is unacceptable behaviour.

STUDENT RESPONSIBILITIES

Students are expected to adhere to the Prairie Rose Regional Division Code of Conduct.

Schuler School operates on the belief that all students have the right to learn. To do so means that each student needs to work toward creating a climate for learning that is positive and productive. No student, therefore, has the right to choose behaviour that infringes upon the rights of others.

We believe that home and school must share the responsibility for teaching children appropriate behaviour. By working together, we can increase the probability that students will learn responsibility and respect for themselves and others.

Most students behave responsibly most of the time. Some students, however, may err in their judgment of what is acceptable behaviour. It is the responsibility of the school staff to inform students when they have chosen inappropriate behaviour, and to outline measures to assist them in choosing more appropriate behaviours in the future. Our goal is to help students see that they are responsible for their own behaviour and must be in control of themselves.

There are several different classroom and school rules. The basic underlying theme for all of these is respect and responsibility. This means respect for staff, peers, visitors, oneself, and school property, and responsibility

in completing school work, supporting the learning of yourself and others, and maintaining a positive attitude. Classroom teachers, along with students, will develop individual classroom rules to help encourage positive behaviours.

As a student at Schuler School you are expected to:

- Respect yourself and the rights of others in the learning environment.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment that respects the diversity and fosters a sense of belonging of others in your learning environment.
- Refrain from, refuse to tolerate, and report bullying.
- Inform an adult you trust in a timely manner of incidents of bullying, cyberbullying, harassment, intimidation or other safety concerns in the learning environment.
- Act in ways that honour and appropriately represent you and your school.
- Attend school regularly and punctually.
- Be ready to learn and actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.
- Cooperate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and your community.

These expectations above are applicable:

- On school property at any time.
- During school hours.
- When using personal technology devices.
- At any time and at any place during activities associated with the school (e.g. during field trips or extracurricular activities).
- During transportation arranged by the school division.
- At any time or place, provided school administration deems the behaviour or incident to be detrimental to the school or its students and staff.

SCHULER SCHOOL DISCIPLINE PROCESS

It is our desire to encourage students to conduct themselves in the best interest of their education and respect the rights of all other students to their education. It is the responsibility of our staff to protect the rights of all students in their education.

Unfortunately, from time to time, corrective measures will have to be taken with individual students to encourage more successful behaviour. It is our goal that this will be done fairly and consistently, according to our Discipline Process. Good discipline guidelines/structure is extremely important for the school program. Without good discipline guidelines, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Parents, Principal, the Superintendent and the School Board.

MINOR INFRACTIONS & FIRST TIME OFFENSES

Appropriate discipline will be administered by the staff member in closest proximity to the offender at the time of the offence. Typical discipline measures used might include: verbal or nonverbal correction, removal from the classroom with expectation that classwork is completed on students own time, discussion with student, classroom suspension, removal of extracurricular privileges, community service within the school or any other well-defined natural consequences for the student's actions.

Please note: In the case of serious or dangerous infractions, the school reserves the right to proceed to higher levels of consequences as deemed appropriate.

MAJOR INFRACTIONS & REPEAT OFFENSES

Appropriate discipline will be administered by the school principal and parents will be notified. Typical discipline measures, in addition to those listed above may include in-school suspensions, out-of-school suspensions to a maximum of 5 days depending on the severity of the infraction, a student/parent/teacher/administrator meeting and a letter outlining the student's offense may be placed in the student record file.

ILLEGAL/DANGEROUS OFFENSES

If a student's misbehaviour is of an illegal nature or deemed dangerous to other students and staff, the offender may receive an out-of-school suspension. Further actions may be taken as deemed appropriate. Student possession and/or use of alcohol or any other substance abuse at school may result in an out of school suspension. Throughout this process, counseling for students will be made available through our Family School Liaison Worker.

Confiscated items: Staff at Schuler School may confiscate items that are deemed inappropriate or are being misused.

STUDENTS IN GOOD STANDING

The staff and community members provide a multitude of curricular and extra-curricular opportunities i.e. (sports, field trips, Track and Field day, Grade Nine Farewell. We expect that students will conduct themselves appropriately during any activity sponsored by the school. Students that abide by these expectations are deemed to be "Students in Good Standing." If a student demonstrates behaviours **not** consistent with the School Act or Board policies, the principal, in consultation with staff members of the school, may determine that the student is not in "good standing". Should this occur, the student may lose some or all the privileges to attend co-curricular and extra-curricular activities. If a student is not in "good standing" because of suspension or other reasons, the student's status will be reviewed. If the student has not changed behaviour, sanctions may have to continue.

HOMWORK AND MISSED ASSIGNMENT/TESTS

It is the student's responsibility to complete missed work within a reasonable amount of time.

PLAGIARISM & CHEATING

Students caught cheating or plagiarizing will be awarded "0" with no make-up, parents may be contacted, and students may receive an "in-school" suspension.

SMOKING, TOBACCO USE AND VAPING – PRSD POLICY A213

1. The Division prohibits use of all tobacco products and vaping in or on all school facilities and grounds, including division-owned vehicles but excluding teacherages.
2. Students found using or in conspicuous possession of tobacco products shall be reported to the principal. The incident shall be recorded, and the parent advised in writing.
3. Professional staff shall provide programs designed to inform students about the health hazards of tobacco use.
4. Community groups and after-hours users shall adhere to the no smoking policy or risk losing the privilege of using Division facilities.

ALCOHOL, SUBSTANCE ABUSE AND GAMBLING – PRSD POLICY A211

1. Schools shall emphasize preventative, age-appropriate initiatives which deal with the effects on the individual and on society of gambling and the possession, use and trafficking of alcohol, tobacco or other drugs.
2. Substance use and gambling prevention programs will be offered in the school in a coordinated, integrated and sequential manner. Programs will be based on the Alberta Education program of studies for Health and Life Skills Kindergarten to Grade Nine, Guide to Implementation or Career and Life Management Guide to Implementation.
3. Principals shall ensure that staff, coaches, and volunteer supervisors are informed of their responsibilities under this policy.
4. A student who is suspected of being **under the influence** of alcohol, drugs (including but not limited to cannabis) or toxic substances while in attendance at school or a school sponsored activity shall be reported to the principal. The principal shall ensure the student is segregated from the rest of the student body and appropriate action taken to respond to the student's immediate safety and medical needs. Parents or guardians will be contacted and informed of the situation. If appropriate, parents or guardians will be asked to pick their child up from the school. If a parent or guardian is unavailable, a school employee will phone an emergency contact, RCMP or Children's Services.
5. All incidents of alcohol or substance **possession or use** shall be recorded and the parent shall be notified immediately. The Principal shall advise the parent and Superintendent, in writing, of the incident and actions taken and/or recommended. Disciplinary action shall include suspension and may include a recommendation to the Board that the student be expelled.
6. A student observed in the **act of providing** alcohol or drugs (including but not limited to cannabis) to another student shall be reported to the principal as soon as possible. The principal shall suspend the student and may recommend to the Board that the student be expelled. The incident shall be recorded, and the parents and Superintendent shall be advised in writing of the incident and the actions taken and/or recommended.
7. Students whose behaviour during alcohol/drug related incidents becomes abusive or students who are repeat offenders under the policy shall be recommended to the Board for expulsion.
8. Principals will inform, annually and in writing, all students, parents and employees of the Division regarding policies and regulations on alcohol and drug (including but not limited to cannabis) use by students.
9. If a principal or teacher has reason to believe that a student is dealing with a substance use or gambling problem, the principal or teacher may:
 - a) refer the student to receive counseling and/or referral to AADAC
 - b) request parental involvement in the procedures
 - c) require that the student exhibit exemplary behaviour and effort at school
 - d) consider other appropriate action

PHYSICAL INTERVENTION/RESTRAINT/TIME-OUT – PRSD POLICY A224

Background

Prairie Rose School Division is committed to providing a welcoming, caring, respectful and safe inclusive learning and working environment that respects diversity and nurtures a sense of belonging and a positive sense of self. This commitment aligns with the Education Act, Ministerial Order (#042/2019) Seclusion and Physical Restraint in Alberta Schools Standards, Administrative Procedure 305 Student Code of Conduct, and Administrative Procedure HS 202 Workplace Violence.

Parents/guardians have a responsibility to the success of the student in complying with Education Act Section 31 and 32 and to contribute positively to a welcoming, caring, respectful and safe learning environment by supporting the school in providing supports and services.

Teachers are responsible for maintaining order and discipline among the students while they are in school, on school grounds or at Division events. (Education Act Section 196(f))

The well-being and dignity of students and staff are paramount. On occasion, however, the Division acknowledges that behavioral interventions may be necessary. There will be students who, for a variety of reasons, present behavioral challenges. In these situations, staff will intervene at a level commensurate with the presenting behavior while taking into account the student's age, maturity, individual circumstances and ensuring that support is provided not only to students who are impacted by inappropriate behavior, but also to students who engage in appropriate behavior. If presenting behaviors escalate to a point where the safety and security of the student, other students and/or staff is at risk, a crisis intervention procedure will be implemented which may involve physical restraint as a last resort safety measure.

Physical restraint of any student is not a behavioural intervention strategy; it is an emergency or safety procedure used in exceptional situations when a student's behavior poses a significant imminent risk of danger or serious physical harm to self or others. Comprehensive, pro-active and positive behavior supports should be in place to help prevent the use of physical restraint.

Physical restraint is not designed to reduce the frequency or severity of negative behaviours but to ensure the safety of self, other students and/or staff. These interventions should only be used in emergency situations where safety is an issue. (A224 Physical Intervention Restraint.doc 1 of 5 Administrative Procedures Handbook Prairie Rose SCHOOL DIVISION NO. 8)

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices are not to be used during class time for personal use. At times teachers may allow students to use cell phones/electronic devices for educational purposes. Jr. High's may use cell phones during recesses except during the eating period. It is recommended that Grade 1 - 6 students do not bring cell phones/electronic devices.

Students can use the school phone in their classroom, with adult permission, for school matters or illness. We ask that students not phone to arrange after school activities with friends, etc.

Use of digital devices outside of class time, without the permission of the teacher is not permitted. Teachers may invite students to bring digital devices into the classroom as learning tools at their discretion, and when appropriate. Student misuse of technology may result in these privileges being revoked.

PRSD technology policy states that, "Students bringing personal electronic devices to school do so at their own risk. Prairie Rose School Division, its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices. Any use or misuse of such devices will be the sole responsibility of the person who brought the item to the school initially - this includes all financial responsibility. Students borrowing school owned devices from school libraries are responsible for repair costs or replacement costs if damaged or lost."

SEARCH POLICIES

Lockers are owned by the board and can be searched at any time. PRSD Policy A203 - Searches

HEALTH MATTERS

At registration time, please let us know if your child(ren) has(have) any medical conditions that affect their health, including life threatening allergies.

ILLNESS

In the case of a student becoming ill at school, parents/guardians/contacts will be contacted to come get their child.

AN ACCIDENT AT SCHOOL

A minor accident such as a minor cut, abrasion or bruise will be handled by the staff and first aid will be administered. For major accidents where injuries require professional aid, the parent will be notified. If the parents cannot be reached, the Principal shall act on his/her own initiative in seeking qualified help.

ALLERGIES

Please be advised that we have children in the school who have severe food allergies that are potentially fatal. Although this may or may not affect your child's class directly, we want to encourage you to send foods with your child that are free from peanut products. For all children with a severe allergy, form A205.1 is required and can be found on-line in our division policy manual or requested from the office.

ADMINISTERING MEDICINES TO STUDENTS - PRSD POLICY 206

Under exceptional circumstances, a child may be required to take prescribed oral medication during school hours and the child's parent may be unable to administer the medication. Under such circumstances, the principal or the principal's designate may administer the prescribed medication.

1. Written instruction signed by the parent and physician or pharmacist will be required and shall include:
 - a) child's name
 - b) name of medication
 - c) purpose of medication
 - d) time to be administered
 - e) dosage
 - f) adverse effects
 - g) termination date for administering medication.
2. The parent of a student required to take medication during school hours must assume responsibility for informing the school principal in order that such medication might be properly secured and appropriate records kept.
3. The parents of the child must assume responsibility for informing the principal of any change in the child's health or change in medication.
4. School personnel will not administer non-prescribed oral medication unless written permission is granted by a parent.
5. The Principal retains the discretion to reject requests for administration of medication.
6. If a student is able to do so, self-administration, under supervision, is recommended.

INCLEMENT WEATHER POLICY - POLICY T201

Weather variations within the large physical area of the Division make it impractical for the Division Office to make decisions regarding individual school operations and/or bus routes.

INCLEMENT WEATHER PRIOR TO COMMENCEMENT OF THE SCHOOL DAY

School Closures

1. The decision to close a school for the day is the responsibility of the principal.
 - a) The decision to close the school should be communicated by 6:30 a.m.
 - b) Notification of school closures will be provided to the Communications Coordinator and school bus drivers.
 - c) Parents will be alerted via an automated phone (phone, text, email) that the school is closed. The message will be sent by the Communications Coordinator using School Messenger.
 - d) The Communications Coordinator will update the School/Bus Cancellation page of the division website and advise the Superintendent and the media of school closures.
2. Schools may remain open even though buses may not be operating.
3. Principals in Bow Island, Oyen and Redcliff must coordinate school closures with other principals in their community.
4. The decision to close schools should take into consideration the following weather-related guidelines:
 - a) Temperature, including wind chill, colder than -40 C at 6:00 a.m., from sources as indicated in Appendix A. Please note, when deciding to close the school due to temperature, the principal may take into account the location of school and the immediate forecast when making the decision. For example, if the temperature is expected to be warmer than -40 C by 8:30 am, the school may remain open.
 - b) Severely reduced visibility (.2 km or less)
 - c) Current road conditions. (Prairie Rose SCHOOL DIVISION NO. 8 2 of 5 Bus Cancellations)
5. Bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route.
6. Principals are responsible to communicate any significant weather issues to the Director of Transportation throughout the school day.
7. Bus drivers/contractors shall notify their dispatch upon bus route cancellations. Independent contractors shall notify the School Principal and the Director of Transportation.
 - a) Contractor dispatch is responsible for notifying the Communications Coordinator of any bus cancellations. The Director of Transportation will be notified and in turn notify the principal by the cancelled route number.
 - b) The Communications Coordinator will use School Messenger (phone, text, email) to alert parents of bus cancellations.
 - c) The Communications Coordinator will update the School/Bus Cancellation page of the division website and advise the media of bus cancellations via social media.
8. If buses return home before the end of the regular school day other than scheduled early dismissals, the driver must ensure students are able to enter and in the case of very young students, a responsible person is available to supervise them.
9. The final decision to send children on the bus is that of the parents, even if the buses are operating and the school is open.

INCLEMENT WEATHER DURING THE DAY

1. Once a decision has been made that a school will be open and the students are at school, generally students will remain at school until the regularly scheduled dismissal time. If during the day, weather reports warrant school closure, the decision to do so is at the discretion of the superintendent. Note: Parents may still choose to pick up their child during the day as they see fit.
2. Principals, in consultation with the bus driver, will decide if conditions dictate whether to billet students or bus students home at the end of the day. If billeting is required, the principal will notify the Communications Coordinator.

FIELD TRIPS - POLICY A107

Field trips provide a terrific opportunity for students to expand their learning and experience education in a variety of settings. Field trips for each classroom are determined by the classroom teacher on a year by year basis and reflect priorities that have been identified through the year. Participation in school field trips is a privilege, not a right, and is recognition of positive behaviours exhibited at school. Examples of positive behaviours include demonstrating: good work habits, regular attendance, and showing respect and responsibility for students, staff and property. Students who have demonstrated unacceptable behaviour in the school may be excluded from field trips as one element of the consequences assigned for their actions. Students may have an opportunity to regain field trip privileges through positive actions within the school.

FIELD TRIP POLICY EXTRACURRICULAR TRANSPORTATION

All students must ride to and from extracurricular activities in one of the following ways:

- A. school approved bus
- B. board approved means of transportation
- C. with her or his own parents

T204 VOLUNTEER DRIVERS

1. Volunteer drivers must sign the Extra/Co-curricular Transportation Volunteer Driver form attesting to their acceptance of and compliance with these conditions.
2. Volunteer drivers shall be aware of and adhere to all Alberta Transportation regulations and all laws and regulations pertaining to the operation of a motor vehicle in the Province of Alberta.
3. All volunteer drivers must provide proof of a valid Class 3 or Class 5 Operators License and a driver's abstract.
4. If a driver's abstract shows six or more demerits, the driver shall not be allowed to transport students.
5. Volunteer drivers are to follow and support school policies that have been developed for student and staff conduct. If any question of policy or conduct arises, the volunteer agrees to accept the decision of the teacher advisor who is responsible for the trip.
6. All volunteers agree to refrain from the use of alcohol, banned substances and tobacco products. Smoking is not permitted in private vehicles that are used for student transportation.
7. It is the responsibility of the Principal to review all pertinent policies with the volunteer driver prior to the planned departure. All participants on school-sponsored travel must acknowledge the school policies and rules that apply during a regular school day.
8. Parents may only transport students, other than their own children, if the Principal has designated them to be school-approved transportation.
9. Volunteer drivers must notify their insurance companies that they will be acting as volunteer drivers. Drivers are required to provide proof of two-million-dollar liability insurance coverage to the Principal at least two days prior to the start of the trip.
10. Volunteer drivers will be held liable if they are shown to be negligent.
11. In the event of an accident, the driver's insurance will be the primary insurance to the limits of the driver's policy and the Division's insurance, if applicable, would only respond as an excess or secondary insurer.

ABSENCES/LATES - POLICY A304

It is recognized that attendance at school and in individual classes is an essential factor in successfully receiving an education. It is also recognized that arriving at school and at class on time is a student responsibility. It is the direct responsibility of each student, who has been absent, to determine from his or her teachers what assignments have been missed. It is also the responsibility of the student to arrange for alternate deadlines or assistance from the teachers.

1. Regular attendance is critical to successful completion of the school year. A student who attends classes regularly to complete assignments, to learn basic concepts, to apply theory and to gain practical experience will achieve success.
2. Regular attendance is the responsibility of the parent and student.
3. In all cases of absences parents are requested to phone the school prior to the start of school on the day the student is going to be absent. A note certifying the specific reason for the absence may be presented to the school when the student returns.
4. In the event of illness and in special or emergent circumstances, the principal will deal with student non-attendance on an individual basis.
5. The School Act, Section 7(b) states that a student shall attend school regularly and punctually.

SCHOOL FEES - POLICY A303

Gr. 1-2	Agenda's	6.00
	Students Union Fees	10.00
	Technology Fee	30.00
	TOTAL	\$46.00
Gr. 3-6	Agendas	6.00
	Students Union Fees	10.00
	Technology Fee	30.00
	TOTAL	46.00
Gr. 7-9	Agenda	6.00
	Students Union Fees	10.00
	Technology Fee	30.00
	Drama	10.00
	TOTAL	\$56.00

EMERGENCY PLAN PROCEDURES

Prairie Rose School Division, in conjunction with Hour Zero, has developed a district wide on-line safety protocol to ensure the safety of staff and students in any sort of emergency. Students will practice regular evacuation drills. In the event of an emergency that necessitates evacuation from the building (fire, tornado, bomb), we have a plan for the transportation of staff and students to a secure area where students will first be accounted for and then released to parents or guardians.

A lockdown plan has been developed to respond to a potential situation where people in the school may be harmed. Lockdown drills will be practiced at least twice each year. Other in school drills (including shelter in place and duck-cover-hold) will be discussed and practiced so that we have a plan of action for any emergency. To coincide with our Hour Zero recommendations, all classroom doors will be kept in a locked position throughout the day to allow for ease of securing the room, in the event of a lockdown. Empty classrooms will be kept closed and locked. Also, for safety and insurance purposes, we need to have an accurate record of who is in our building at any given time and ask all individuals visiting the school to sign in and out of our log book located by the office. Similarly, it is always imperative for all students to have shoes on in our building, to expedite the evacuation process.

STUDENT SIGN OUT

Students needing to leave the school early for appointments or other necessities are asked to inform their homeroom teacher and let the office know. Any parent picking up his/her child from school early is asked to come to the office and wait there while Mrs. Herman calls the classroom for the child. There may be times when you may wish to have friends or relatives pick up your child from school. Please let us know in advance that such an arrangement has been made as we will not release a student to another adult without written or verbal permission from the parent.

VISITOR SIGN IN - POLICY A218

To help provide a safe and secure environment for our students, all visitors to Schuler School are asked to come directly to the front office to sign in to the visitors' book. This will include guest presenters, parent volunteers, service providers and staff substitutes. We appreciate your cooperation with this request.

DRESS CODE

1. All students and staff are encouraged to dress in a clean and tidy manner which is appropriate for a public school setting. Appropriate attire means:
 - Clothing that always covers the undergarments
 - Clothing that does not display inappropriate symbols or graphics
 - Clothing worn in the gymnasium would include appropriate athletic wear and shoes
2. Hats and caps are not to be worn inside the school at any time during the instructional day.
3. There may be school days when special events (i.e. theme days) allow for some flexibility in the School's dress code. The Principal shall inform students and staff if a certain activity allows for a slight modification to the dress code.
4. The Principal, or designate, will inform a student who arrives at school in clothing that does not meet the School's Student Dress Code of the changes in attire that must occur for the student to remain in the school that day. Parents may be contacted to bring appropriate clothing to the school.

WHEELS ON THE SCHOOLGROUND

To help ensure the safety of our students, Schuler School has a no wheels on the school grounds policy. This means that students must walk their bikes or scooters onto school grounds and park them. Upon leaving the school, students are required to walk their bikes to the sidewalk before riding them home. Students riding to school on anything with wheels (bike, skateboard, scooter, i.e.) are required to wear a helmet.

PERSONAL POSSESSIONS

We would ask your child's personal property (footwear, clothing, personal supplies) be clearly labelled. This would assist us in returning lost and missing items to their owners. Each year brings a new crop of toys, collectibles, electronics, etc. which are highly sought after. We encourage parents not to let their child bring such items to school as they tend to cause problems both in the classroom and on the playground.

Each year, we have a great assortment of 'lost' or unclaimed items. To prevent an over-accumulation, these items are donated to a local charity at Christmas, after Easter, at the end of the school year, or when the bin gets full. We encourage parents to check our lost and found regularly. Labelling your child's belongings will help in getting items returned to the rightful owner.

LUNCH ROUTINE

All students eat lunch in the common area. Students are responsible for the cleanliness of their area, putting waste in the garbage and maintaining a clean table.

PLAYGROUND/OUTSIDE RULES

Safety on the playground is of the utmost importance. Students are required to follow these playground rules while using the equipment:

- No under ducks on the swings
- One person on the swings at a time
- No throwing snow, dirt, rocks, ice
- No body contact games including wrestling
- Throw trash in the trash cans
- No deliberate throwing/kicking balls on the roof
- Certain areas such as behind the shed, outside the east doors, south side of the school by bus lanes and in the trees are off limits
- Stay OFF the skirting of the portables
- Treat all equipment (playground, hockey nets and sticks, balls, frisbee golf discs, etc) with care and respect

CARE OF SCHOOL PROPERTY

We encourage all students, parents, and staff to take pride in the school and its resources. The cost of any damage will be the responsibility of the student (s) and parent (s). In accordance with Policy H310 students who damage school property must reimburse the school the cost of repairing or replacing the item. This does not include damage to material that results from normal school use. Damage that is deemed "accidental" may be cost shared.

CLEAN FOOTWEAR

All students must remove their outside footwear in the boot room and put on indoor shoes to wear inside the school.

GYM GUIDELINES

1. Gyms will always be used under direct staff supervision.
2. Food and drinks are not allowed in the gym.
3. Only approved, non-marking athletic footwear can be worn. **Street shoes are not allowed.**
4. All equipment must be used in the proper manner.

RULES FOR STUDENTS ON BUSES

1. The driver is always in full charge of the school bus and pupils must obey him/her promptly.
2. Parents should notify the bus driver of any pertinent medical conditions.
3. Except when loading and unloading, students shall remain seated.
4. Pupils must be on time. Pupils frequently late for pick-up may be left.

5. Students or parents must notify the driver when they are not going to be on the bus.
6. Conduct that diverts the driver's attention and thus endangers the safe operation of the bus is prohibited.
7. Pupils shall not be allowed to get on or off the bus between their home embarkation point and the school unless authorized by the principal and written authorization is received from the parent.
8. Students must provide written permission from parents and administration to ride on a bus that is not their regular one.
9. Profanity and the possession or use of alcohol and illegal drugs is prohibited on school buses. Anyone under the influence of alcohol or illegal drugs is to be referred to the principal or supervisor in charge. Pupils are not permitted to bring objects onto the bus which in the opinion of the bus driver may be unsafe to transport.
10. Pupils shall pass in front of the bus at stopping points on the highway, proceed about 10 paces along the shoulder of the road to the front and cross after receiving a prearranged signal from the driver.
11. No vehicles shall pass a bus while loading or unloading in the bus lane.
12. Students riding bikes must walk their bikes while buses are loading and use crosswalks.
13. For violation of any of these rules, a pupil may be suspended, or expelled from riding the bus. Students must attend school during the period of suspension.

Pupils violating these rules may be reported to the school Principal and, if necessary, to PRSD Central Office.

EXTRA CURRICULAR SPORTS - PLEASE SEE STUDENTS IN GOOD STANDING

Participation in extracurricular sports is a privilege and is earned by conscientious effort in curricular areas. The key factors to be considered are self-esteem, participation, sportsmanship, skill development, and team effort. At Schuler School, we offer the following extra-curricular activities: Volleyball, Curling, Badminton, Cross Country, and Track and Field. We believe that coaches, as well as students, must exhibit good sportsmanship and be positive emissaries of Schuler School. Officials should never be criticized.

STUDENT COUNCIL

All grade 6-9 students can be involved in Student Council. Student Council plays a role in helping to plan and organize special days.

SPECIAL DAYS

Some days during the year are designated as special days where school-wide activities are organized and planned by staff and student council. These days may include community walks, community involvement activities and theme days. We encourage students to participate enthusiastically.

FAMILY/SCHOOL LIAISON SERVICES

Students and parents have available to them the services of the **Family/ School Liaison Worker**. The liaison worker is knowledgeable about community and government agencies to assist families and students.

STUDENT PROGRAMS

Students shall receive instruction that is based upon:

- a. Clearly defined course objectives.
- b. Clear statements of course content.
- c. Regular classroom evaluation procedures.
- d. The results of diagnostic, standardized achievement tests and other norm-referenced instruments.

Students in Grades 7-9 shall receive a clear statement of:

- a. Course objectives.

- b. Course content.
- c. Evaluation procedures with weightings to be assigned for various facets of required term work and for the final examination.
- d. Other criteria to be used in evaluation.

ELEMENTARY (GRADES 1 - 6)

Students in Grade 1, 2 and 3 have access to 970 hours of instruction which is more than the provincially recommended minimum. Students receive instruction in Math, Language Arts, Science, Social Studies, Health, Physical Education and Fine Arts.

Students in Grade 4, 5 and 6 have access to 970 hours of instruction which is more than the provincially recommended minimum. Students receive instruction in Math, Language Arts, Science, Social Studies, Health, Physical Education and Fine Arts.

JUNIOR HIGH (GRADES 7 - 9)

Students in Grade 7, 8 and 9 have access to 970 hours of instruction which is more than the provincially recommended minimum. Students receive instruction in Math, Language Arts, Science, Social Studies, Health, Physical Education, Fine Arts, and Career and Technology Foundations (CTF).

EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

The Grade 1-2 teacher will evaluate using the following academic achievement indicators:

- Level 4 – Exceeding Expectations
- Level 3 – Meeting Expectations
- Level 2 – Approaching Expectations
- Level 1 – Not Yet Meeting Expectations

Each Grade 3-9 teacher will use a variety of methods (examples: tests, quizzes, daily assignments, quality of work, class projects, i.e.) to evaluate the achievement of each student. We will use the following percentage scale for **core subjects** when reporting to parents:

90% - 100%	Standard of Excellence
80% - 90%	Approaching Excellence
70% - 80%	High Average
60% - 70%	Average
50% - 60%	Below Average
< 50%	Unsatisfactory

For **non-core subjects**, Schuler School uses the following grading scale:

- E – Excellent
- P – Proficient
- A – Acceptable
- N - Needs Improvement

FINAL EXAMINATIONS

- All students in Grades 6-9 shall write final examinations and/or complete final projects in core subjects.
- No additional time will be given to students who are late unless circumstances suggest that it is beyond the student's control.
- Missing a final examination is only acceptable in cases of bereavement, critical illness, or other reasons acceptable to school administration and the superintendent.

- It is the parent's responsibility to contact the school if the student will be away on the day of a final examination.

REPORT CARD DATES

We use three formal reporting periods. Students will receive a formal report card on each of the following dates:

- Friday, November 22, 2019
- Friday, March 13, 2020
- Friday, June 26, 2020

PARENT TEACHER CONFERENCE DATES

There will be two interviews scheduled after the first and second reporting periods.

STUDENT RECOGNITION AND REWARDS

Every month a student from each division is chosen as the recipient of the "Schuler Storm Award". This award is given out in recognition of one of the following:

- Academic achievement
- Kind and caring student
- Effort and attitude

REPORTING TERM AWARDS

HONOUR ROLL

Each term, following report cards, we also recognize students from grades 3 - 9 who have achieved Honour Roll during the previous term. This is an academic award and is a recognition of hard work and achievement in their core subjects (Math, Science, Social Studies, and Language Arts). For students to qualify for honour roll, they must achieve 80% or higher in all these core subjects. Students who achieve honour roll receive a certificate for the term that they achieved it in. At the end of the year, Junior High students who have maintained honour roll over all terms, as well as maintain it on the final overall mark for the year, also receive a medallion.

ATHLETE OF THE YEAR AWARD

This award will be presented to one female and one male grade 7-9 student and is a recognition of the following characteristics related to physical education and extra-curricular sports:

- Participates and significantly contributes in extra curricular sports
- Displays positive attitude
- Demonstrates respect for his/her own team members, opposing team members and coaches
- Coach-ability: strong understanding that he/she strives to fulfill the plans of the coaches
- Demonstrates athletic excellence

SPORTSMANSHIP AWARD

This award will be presented to one female and one male grade 7-9 student and is a recognition of the following characteristics related to physical education and extra-curricular sports:

- Demonstrates full effort
- Displays sportsmanship by being a good winner, and a good loser
- Team player / Role model
- Has a positive attitude
- Demonstrates integrity

PARENT VEHICLE PARKING

Parents are asked to park in the main parking lot when dropping off or picking up their students. The bus lanes must remain free of vehicles at all times.

OPPORTUNITIES FOR PARENTS

Parent volunteers are always welcome at Schuler School. Parents should check with their child's teacher at the beginning and throughout the year to see what volunteer opportunities are available. Parents are always welcome to attend School Council meetings and can support their child and school by becoming involved in School Council activities.

SCHOOL REVIEWS

All schools in Prairie Rose School Division participate in a School Review once every six to eight years. Schuler School will be involved in a School Review in the near future. Through meetings, interviews, and surveys, PRSD will collect feedback from staff, students and parents of Schuler School.

Last revised: September 30, 2020