

2024-2025

SCHULER

STUDENT – PARENT HANDBOOK

GRADES PREK-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 T0J 3B0

Phone: 403-839-3732

Prairie Rose School Division

WELCOME TO SCHULER SCHOOL

SCHOOL BACKGROUND

Schuler School, is a Kindergarten to Grade 9 school with a student population of 79 students, located in the rural Hamlet of Schuler, Alberta, approximately 70 kilometers north-east of Medicine Hat. The school serves a large geographic area and includes students from farm and ranch backgrounds as far north as the Burstall turnoff, and families from the hamlets of Schuler, Hilda, Golden Prairie and across the border into other areas of Saskatchewan. Most of our students are transported by buses. Our students ride the bus from 30 minutes to 1 hour & 30 minutes from outlying areas. Our school supports a staff of 5 teachers and 4 support staff members. Our students move on to Eagle Butte High School, which is our divisional high school situated in the nearby hamlet of Dunmore.

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.

LAND ACKNOWLEDGEMENT

Treaty 4 and 7

Prairie Rose Public Schools acknowledges that we are situated on Treaty 7 and Treaty 4 territory, traditional lands of the Siksika, Kainai, Piikani, Stoney-Nakoda, and Tsuu T'ina as well as the Cree, Sioux, and the Saulteaux bands of the Ojibwa peoples. We also honour and acknowledge that we are on the homelands of the Métis Nation within Region 3.

Treaty 7

Prairie Rose Public Schools acknowledges the Treaty 7 territory: ancestral and traditional territory of the Blackfoot Confederacy: Kainai, Piikani and Siksika as well as the Tsuu T'ina First Nation, Stoney Nakoda First Nation.

Treaty 6

Prairie Rose Public Schools acknowledges Treaty 6 territory; the ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteaux, Nakota Sioux, as well as the Métis.

We acknowledge the many First Nations, Métis, and Inuit whose footsteps have marked these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize the land as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

PRPS VISION

Prairie Rose Public Schools sees a world where everyone is a learner and students and staff achieve more than they thought possible.

PRPS MISSION

TO UNLEASH POTENTIAL THROUGH A CULTURE OF LEARNING.

Prairie Rose Public Schools, through collaboration with the communities we serve, has commissioned a three-year education plan centered on our new vision, mission, and core principles. Current challenges have served as a catalyst for this work and bringing possibilities to realities in classrooms has been accelerated to create a distinct approach to learning. Our new strategic priorities include ignite minds, kindle hearts and forge futures, which will continue the PRPS tradition of academic excellence, recognize our rural roots and provide future prospects.

Schuler School Staff will be revisiting our mission and vision this year to ensure we in line with Prairie Rose Public Schools.

SCHULER STAFF

ADMINISTRATION

Lyle Kennedy (lylekennedy@prrd8.ca).....Principal & Grades 5-6

SUPPORT STAFF - ADMINISTRATIVE

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

TEACHERS

Janay Hein (janayhein@prrd8.ca)PreK, Kindergarten

Danika Farion (danikafarion@prrd8.ca)Grades 1-2

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

Allison Jones (allisonjones@prrd8.ca)Grades 5-6

Jeremy Molzan (jeremymolzan@prrd8.ca)Grades 7-9

SUPPORT STAFF - EDUCATIONAL ASSISTANTS & CUSTODIAL

Lisa Newby (lisanewby@prrd8.ca) EA

Paige McLean (paigemclean@prrd8.ca).....EA

Eva Rempel (eva.rempel@prrd8.ca).....EA

Elise Bender (elisebender@prrd8.ca)EA

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

BELL SCHEDULE

8:50 -9:30 Period 1

9:30 – 10:10 Period 2

10:10 - 10:25 Recess

10:25 – 11:05 Period 3

11:05 – 11:45 Period 4

11:45 – 12:25..... Lunch Break

12:25 – 1:05 Period 5

1:05 – 1:45 Period 6

1:45 – 2:00 Recess

2:00 – 2:40 Period 7

2:40 – 3:15 Period 8

2024-2025 CALENDAR

Sept.	3.....First Day for Students
Sept.	20/21.....Pep Rally/Home VB Tourny (Girls Friday, Boys Saturday)
Sept.	27Terry Fox Run @ 2:00 PM
Sept.	27/28.....SCHOOL CASINO
Sept.	30 Truth & Reconciliation ~ NO SCHOOL/SI DAY
October	1..... SCHOOL FEES DUE , Orange Shirt Day
October	9.....School Pictures (SC Photo)
October	10.....Turkey Trot @ 2:00 PM
October	11.....PD Day ~ NO SCHOOL
October	14.....Thanksgiving Day ~ NO SCHOOL
October	31.....Halloween Activities
November	7/8.....SI Day ~ NO SCHOOL
November	11.....Remembrance Day ~ NO SCHOOL
November	22.....Report Cards
November	28Parent Teacher Interviews (4:00 – 7:00 PM)
DecemberChristmas Activity (TBD)
December	20Early Dismissal @ 2:00 PM
December 21 - January 5	~ Christmas Holidays ~ NO SCHOOL
January	6Back to School
January	8Swimming Lessons Gr. 1-4
January	15Swimming Lessons Gr. 1-4
January	17Swimming Lessons Gr. 5-8
January	22.....Swimming Lessons Gr. 1-4
January	24.....Swimming Lessons Gr. 5-8
January	29SI Day ~ NO SCHOOL
January	31.....Swimming Lessons Gr. 5-8
February	5.....Winter Walk Day, Swimming Lessons Gr. 1-4
February	7.....Swimming Lessons Gr. 5-8
February	12Swimming Lessons Gr. 1-4
February	14Swimming Lessons Gr. 5-8
February	17 ~21Family Day, Teacher's Convention ~ NO SCHOOL
February	26Pink Shirt Day, Swimming Lessons Gr. 1-4
February	28Swimming Lessons Gr. 5-8
March	14.....Report Cards
March	19Parent Teacher Interviews (4:00-7:00 PM)
March	21 SI Day ~ NO SCHOOL
April	17Easter Activities
April 18 - April 27	~ Easter Vacation ~ NO SCHOOL
May	9.....Muffins with Mom
MayTrack & Field (TBD)
MayTrack & Field (alternate day TBD)
May	16..... SI Day ~ NO SCHOOL
May	19..... Victoria Day ~ NO SCHOOL
June	5.....Grade 9 Farewell (tentative)
June	6SI Day ~ NO SCHOOL
June	10.....Last PreK & Kindergarten Day
June	11.....Donuts with Dad (TBD)
June	26Report Cards, Students Last Day - Early Dismissal @ 2:00 PM



Prairie Rose Public Schools 2024-2025

August 2024

S	M	T	W	TH	F	S
				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

S	M	T	W	TH	F	S
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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

S	M	T	W	TH	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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December 2024

S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	TH	F	S
			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

S	M	T	W	TH	F	S
						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

S	M	T	W	TH	F	S
						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					

April 2025

S	M	T	W	TH	F	S
		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			

May 2025

S	M	T	W	TH	F	S
				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

June 2025

S	M	T	W	TH	F	S
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			26		

SI/PD Days No School	
Statutory Holidays	
Truth and Reconciliation No School / SI Day	
Wellness/Holiday No School	
Teachers' Convention	
First/Last Day of Classes	
Early Dismissal @ 2pm	
Semester 2 Begins	

Updated: May 29, 2024

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 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.

STUDENT 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 schoolwork, 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:

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.

HOMEWORK 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

A provincial Ministerial Order has been issued restricting the use of student cell phones and social online access during instructional hours. School divisions have until January 1, 2025, to have all aspects of the order in place. In Prairie Rose we will be implementing the cell phone changes in multiple stages, the first step impacts the use of personal devices and will take effect the first day of school.

Personal Mobile Device Definition: Personal mobile device means any device that can communicate or access the internet, such as a cell phone, tablet, laptop or smart watch.

Highlights of the September 2024 implementation includes the following:

During class time personal devices are powered down and in your bag, in your locker, or the space provided by your teacher and not on your person.

Headphones and ear buds are not in use during instructional time.

No personal devices in washrooms or change rooms.

Teachers will indicate if there are specific learning situations which support personal devices.

Students can access their personal devices during breaks and/or lunch.

More information has been put into a document for reference: PRPS Personal Mobile Device Procedures (August 2024)

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

T201 – Inclement Weather

INCLEMENT WEATHER PRIOR TO THE START OF THE SCHOOL DAY

School Closures

1. The decision to close a school for the day is the responsibility of the principal and / or the Director of Transportation.
 - a) The decision to close the school should be communicated to parents and staff by 6:30 a.m.
 - b) Notification of school closures will be provided to the Director of Communications and school bus drivers by the Director of Transportation.
 - c) Parents will be alerted via School Messenger (phone, text, email) that the school is closed. The message will be sent by the Director of Communications.
 - d) The Director of Communications will update the School/Bus Cancellation page of the division website and advise the Executive Team and the media of school closures.
 - e) The principal will ensure that all school-based staff receive a communication of school closure.

2. Schools may remain open even though some buses may not be operating.
3. School closure decisions must align in Bow Island, Oyen and Redcliff. Therefore, principals must coordinate with other principals in their community, as well as the Director of Transportation.
4. The decision to close schools should take into consideration the following weather-related guidelines:
 - a) Actual (ambient) Temperature of -36°C or colder as reported by the Weather Network. Wind chill will not be considered when making decisions about school closures. The Director of Transportation will monitor temperatures throughout PRPS and may make the decision to not operate specific busses or to close a school(s). If most busses for a school are shut down due to cold temperature, then generally, the school will be closed for the day.
 - b) Severely reduced visibility (.2 km or less) Principals will consult with the Director of Transportation and bus drivers to assess this hazard and, if necessary, make a decision to close a school. Each individual bus driver can discontinue a route in progress and/or cancel bus operations for the day if the lack of visibility creates a dangerous driving situation.
 - c) Current road conditions. Principals will consult with the Director of Transportation and bus drivers to assess this hazard and, if necessary, decide to close a school. Each individual bus driver can discontinue a route in progress and/or cancel bus operations for the day if road conditions create a dangerous driving situation. The Alberta 511 road report will be the data source utilized to assess road conditions.

5. If a decision to close a school is made in the morning of a regularly scheduled instructional day, the principal will ensure that a staff member is at the school during the regular drop off/school start up time. The purpose is to ensure that any student walkers or those dropped off by parents, are not forced to remain outside in inclement weather. Parents will be contacted to return to the school to pick up the students.

Bus Cancellations

1. Other than in the circumstance of extreme cold weather, as is indicated in section 4.a., bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route.
2. Principals are responsible to communicate any significant weather issues to the Director of Transportation throughout the school day.
3. 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 Director of Transportation of any bus cancellations. The Director of Transportation will notify the principal of the cancelled route number(s).
 - b) The Director of Transportation will use School Messenger (phone, text, email) to alert parents of bus cancellations.
 - c) The Director of Transportation will update the School/Bus Cancellation page of the division website.
 - d) The principal will communicate with the necessary school-based staff if a bus route is cancelled.

4. 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. The Directors of Transportation and Communications will work with principals to communicate with parents.

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

Kinder	Supplies	30.00
	Students Union	20.00
	TOTAL	50.00

Gr. 1-4	Agenda's	7.00
	Students Union	20.00
	Chromebook	30.00
	TOTAL	57.00

Gr. 5-9	Agenda's	7.00
	Students Union	20.00
	Chromebook	30.00
	Fine Arts	10.00
	CTF	60.00
	TOTAL	127.00

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 logbook 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, our school remains locked during the day. All visitors to Schuler School are asked to ring the doorbell and come directly to the front office to sign into the visitors' book. This will include guest presenters, parent volunteers, service providers and staff substitutes. We appreciate your cooperation with this request.

DRESS CODE

DRESS CODE

The intent of the Dress Policy is that students dress in a manner that demonstrates self-respect and respect for others. We expect students to understand that similar to the workplace, there is a distinction between casual clothing for wearing at home and appropriate clothing for school. All clothing must show respect for self and others:

- Clothes should be clean and in good repair – free of holes, tears, and slashes.
- Slogans on clothing are positive and appropriate for the school setting (appropriateness to be determined by school staff).
- Appropriate non-scuffing indoor footwear is always worn.
- Head covers or other head accessories are to be worn for medical or religious reasons only.
- Underclothing must be covered.
- Hats and jackets are outside wear and are not to be worn in the building.

The final determination about the appropriateness of student dress lies with the staff of the school.

If necessary, school t-shirts will be supplied for the day to students whose attire is inappropriate. Parents will be contacted to bring in appropriate attire.

WHEELS ON THE SCHOOL GROUNDS

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 Grades 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 Grades 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, Fine Arts, and CTF.

JUNIOR HIGH (GRADES 7 - 9)

Students in Grades 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, 2022
- Friday, March 14, 2023
- Thursday, June 26, 2023

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

GUEST PARKING

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

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.

Last revised: September 24, 2024