



Prescott Learning Centre

School Handbook

2025-2026

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Parkland School Division website: www.psd.ca



Parkland School Division Vision, Mission & Priorities

Our Vision – Where We're Going

Students who are confident, resilient, skilled, equipped to thrive and make a positive impact.

Our Mission – How We'll Get There

We create supportive environments, meaningful experiences, and healthy relationships to build resilience, broaden perspectives, and ensure lasting success.

Our Goal – The Reward

Student Success and Well-being

Our Values – What Guides Us

- Purposeful, relevant learning;
- Excellence in achievement;
- Trust and respect;
- Resilience and self-awareness

PSD Priorities

Student & Workplace Wellness

Wellness is vital for both students and staff. A healthy school supports the well-being of all, and everyone contributes to a positive, inclusive environment.

Equity, Diversity & Community

To truly be "Where the World Opens Up," we must open our minds. Ongoing work toward equity, inclusion, and anti-racism is essential for a respectful, safe, and welcoming community where everyone belongs.

Indigenous Perspectives

We are deepening relationships with Indigenous communities to improve understanding, belonging, and outcomes for Indigenous students. Honouring Indigenous histories and knowledge is our shared responsibility.

Programming & Pedagogy


We offer diverse, engaging programs while continually improving teaching practices. Learning comes alive through varied offerings and deepens through strong pedagogy.

Prescott Priorities for 2025-2026

We are so excited to share our days teaching children to love learning by providing them with as many different learning experiences as we can, while recognizing diverse learning and innovative thinking. We want to provide learning opportunities for all of our students that will optimize their brain development through engagement, rigor, and opportunities for the future. Strong literacy skills are the key to life success and our focus will be to build and grow reading and writing skills in all our learners. We also know that strong numeracy is essential for the world of work and as we are preparing our students to be successful adults, we know that we also need to focus on building strong understanding in numeracy. We also recognize the importance of positive mental health and our staff provide opportunities for our students to engage in learning while building positive self-esteem. Keeping the future in mind will help guide our decisions so that together with families and community we will develop healthy, resilient, and well-educated humans.

Bell Schedule	
TIME	BLOCK
8:15 am	Supervision Begins
8:20 am	Welcome Bell - Doors Open
8:25 am	Starting Bell - O Canada/Land Acknowledgement & Announcements
8:27 - 9:13 am	Block 1
9:13 - 9:59 am	Block 2
9:59 - 10:14 am	Recess: (All grades)
10:14 - 11:00 am	Block 3
11:00 - 11:46am	Block 4
11:46 am - 12:16 pm	Recess: Gr. K, 6 - 9 Lunch: Gr. 1 - 5
12:16 - 12:46 pm	Recess: Gr. 1 - 5 Lunch: Gr. K, 6 - 9
12:46 - 1:33 pm	Block 5
1:33 - 2:19 pm	Block 6
2:19 - 3:05 pm	Block 7
3:05 pm	Dismissal
3:15 pm	Buses Depart
3:20 pm	Outdoor Supervision Ends

2025-2026 Calendars

 2025-2026_Kindergarten_Calendar.pdf


Prescott Friday Schedule:

Prescott follows a four day schedule, with our Fridays alternating between Monday, Tuesday, Wednesday, and Thursday timetables to accommodate our Kindergartens and to ensure students all receive equal time in each subject throughout the year.

Prescott "Friday" Schedule 2025-2026

PARKLAND SCHOOL DIVISION

2025-2026 CALENDAR



LEGEND

Student First x

Student Last x

PD / Non Instructional x

Non Operational x

Statutory x

TRC Day 30

Diploma Exam x

High School Transition

AUGUST

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

221 TOTAL DAYS

10 STATUTORY

17 NON OPERATIONAL

13 PD DAYS

194 OPERATIONAL

**181 DAYS OF
OF LEARNING**

Communication

School Website

For up-to-date school calendars and news, check our school website: prescott.psd.ca

Home - School Communication

Classrooms

To keep families informed of student progress, PLC staff use various communication tools including phone, email, PowerSchool, Remind, SeeSaw, newsletters, website updates, social media, and parent-teacher conferences. All assessments and reporting of student progress and learning can be found in your child's Gradebook (in Powerschool). Please check regularly to keep informed about your child's growth in school!

Your child's homeroom or subject teacher is your main point of contact. Please reach out to them first with any questions or concerns. Contact the main office at (780) 571-8079 with any concerns you may have.

Prescott Newsletters

We will provide you with all of the most up-to-date information and exciting learning happening at Prescott Learning Centre twice a month in a school newsletter. You can expect the Puma Press Newsletter at the beginning of every month and then we will send a mid-month Puma Press with any reminders and updates! This newsletter will be sent home electronically to families via the email provided on PowerSchool. This document contains school news, important dates, upcoming events, and information from our School Council and Fundraising Foundation.

PowerSchool

Powerschool allows you to update information, pay fees, and access attendance information and report cards. By keeping your information up-to-date, you can also receive important messages from our office. If you require assistance accessing or using PowerSchool, please refer to this [webpage](#), or contact our school office. On this page you will also find a video tutorial on how to access and navigate the PowerSchool Parent Portal.

PowerSchool Grade Book

As we move to live reporting, please look at your child's gradebook within PowerSchool to get updates about assignments, assessments, and projects, as well as any assignments that are late. This is how you will be most informed about your child's progress in school.

Reporting Absences

Parkland School Division has moved to an absence management system called **SafeArrival** to make it easy for parents to report a student absence. Absences can be reported in advance and the system is set up 24 hours a day. When you report an absence, you will receive a confirmation notice by email and/or text. If you **do not** report in advance, the automated system will try to contact you (using the communication preferences if you have them set up in the SchoolMessenger Home app). You will be asked to provide the reason for your child's absence immediately.

School Messenger:

We recommend that you sign up for the SchoolMessenger Home App Account prior to school starting so that you can let us know your communication preferences.

To set up for our new system of reporting absences, please do the following:

- Go to the website <https://home.schoolmessenger.ca>
- Click Sign Up to create your account. (If you previously used go.schoolmessenger.ca you can choose Log in with the same credentials.)
- If signing up for the first time there will be an email verification step.
- Select Attendance from the menu, then select Report an Absence.
- If you do not see the ATTENDANCE option, or if your children are not listed, please give us a call at the school.

Toll-Free Phone Line: If you need to use the absence toll-free phone line (833-326-7959), you will hear your child's name if the number you are calling from matches a phone number on file with the school for your child. If the system doesn't recognize your caller ID, you will be asked to enter the child's home phone number. You can also call the school directly to report an absence.

If an absence is not explained within 20 minutes of school starting, school staff will follow up to make sure your child is safe. If you do not want to receive notifications when your child is absent, be sure to report your child's absence in advance.

Telephone Use

Students are permitted to use classroom and office telephones in case of an emergency with permission from a staff member. However, students are not permitted to use school phones to make after school plans. Student use of cell phones is not permitted while at school and as per provincial regulations, cell phones will remain in lockers or in secure locations throughout the school day.

Messages to Students

Our office staff will do its best to convey urgent messages to students and staff. However, we cannot guarantee that lunch messages received after 11:00 am or messages after 2:00 pm will be delivered or received by students and staff before dismissal.

Change of Address/Phone Number/Custody Arrangements

Please notify the office immediately of any changes to address, phone number, emergency contacts or custody arrangements. This is extremely important in case of emergency.

School Fees

Student fees (with the exception of CTF, field trip, and extracurricular fees) for the 2025-2026 school year will be added to students' PowerSchool accounts on Sept. 27th, 2025. Please ensure you have created your [Parent Portal account](#) and are able to log in prior to this date. Please contact the office for assistance.

Peanut/Nut Awareness

We are an allergy-aware school committed to a safe environment. Please avoid sending peanut/nut products to classes with identified allergies.

If such items are brought, the student will eat in a designated area and sanitize before rejoining class. Families will be contacted to prevent future occurrences.

Administering Medications

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. Whenever possible, medication needs to be administered at home. If it is necessary for school staff to assist parents in the administration of medications to students, parents are required to have completed the appropriate paperwork which can be accessed through the office or online: [Administering Prescribed Medications](#) and [INDIVIDUAL CARE PLAN](#) which includes written instructions and signature of the parent and physician. If you have any questions regarding the distribution of medication to students, please speak to your school principal.

Non-prescription drugs are not to be brought to school.

School Council - The strength of the PLC school community is deeply rooted in the active partnership of our families. As valued voting members of the PLC School Council, all parents and guardians are warmly invited to take part in shaping our shared vision for student success and well-being.

Monthly meetings—held on the first teaching Wednesday at 6:30 pm—offer a welcoming space for families to engage in meaningful dialogue, explore school priorities, and collaborate with staff to enrich the learning experience for all students. Your voice, your insights, and your presence truly make a difference in the life of our school.

Everyone is welcome to attend—no formal role required. For more info, contact prescott.scchair@partner.psd.ca or call the office.

Prescott Learning Centre Fundraising Foundation (PLCFF)

The Prescott Learning Centre Fundraising Foundation (PLCFF) is a parent-run group that supports school fundraising and manages the Hot Lunch Program. Though separate from School Council, it works closely with it.

PLCFF meets monthly on the second teaching Wednesday at 6:30 pm and includes executive roles and grade reps. All parents are welcome to attend, volunteer, or apply for a position.

For more info, email executive@plcff.com or contact the office.

Personal Property and Money

Unfortunately, the school is not responsible for a student's personal property. We strongly recommend that all school supplies, lunch kits, footwear, outer clothing, and any other personal effects be marked with the child's name prior to sending them to school.

We ask that children bring any cheques or money to school in a sealed envelope identified with the student's name, teacher's name, and purpose for the money.

Please make all cheques payable to: [PARKLAND SCHOOL DIVISION](#).

Lockers

Locks and lockers are the property of the school and school division. Students in grades seven through nine will be assigned a school locker and a lock upon signing the [Parkland School Division Locker License Agreement](#) available on the parent portal. Students are required to use the school provided lock on their lockers. Students are not permitted to share their locker or locker combinations with other students as lock combinations need to be kept private. Missing/broken locks are subject to a replacement fee of \$8.

Textbooks and School Materials

Students are responsible for their assigned textbooks and school property including Chromebooks. It is expected that students will return the texts and school materials in the condition in which they were loaned and the students will refrain from lending or borrowing textbooks. Lost or damaged textbooks, Chromebooks, and all other school materials will be assessed at the cost of replacement and charged to the student.

Grab N' Go Breakfast/Forgotten Lunch

PLC's Grab N' Go Breakfast and Forgotten Lunch provide nutritious meals to students in need. Students get a 'food ticket' from their teacher or the office to track usage.

These programs rely on family volunteers who commit to weekly shifts or purchasing. To volunteer, please contact the office. Thank you for supporting this vital program.

Nutrition Nook

PLC's Nutrition Nook is a program sponsored by Alberta Education Nutrition funding and the Breakfast Clubs of Canada that provide healthy snacks for students outside of breakfast and lunch times. There are two Nutrition Nook fridges located in the school: one in the entrance area and one in the upstairs common area.

Vending Machine

PLC has a vending machine located outside the main gymnasium doors stocked with a variety of snacks and drinks. Students in grades five through nine are permitted to access the vending machine outside of regular instructional hours including before and after school as well as during recesses and lunch. The machine accepts cash, debit, and credit cards. Proceeds from the machine support a variety of PLC extracurricular activities and programs.

Coming & Going

Drop Off & Pick Up

For student safety, please ensure children cross only at designated crosswalks on Prospect Way; crossing between parked vehicles is prohibited.

- Parking in front of the school is limited; when full, please park on the street. Parking mid-road within the lot is unsafe and prohibited.
- The staff parking lot and Beaverbrook/YMCA Cantiro Centre parking areas are not to be used for student drop-off or pick-up. These spaces are reserved for authorized personnel and patrons.
- To promote traffic safety and minimize congestion, please avoid making left turns from Pioneer Road onto Prospect Way when possible.

Entering & Exiting the Building

We are sure that everyone will agree that our children's safety is paramount. We appreciate your attention to these details:

1. Students enter the school through their designated doors. During the school day the main doors at the front of the building are for adults and guests to our school, or students arriving late or being picked up early.
2. Exterior doors, with the exception of the main entrance doors, are locked during instructional hours.
3. Parents picking up students at the end of the day are asked to wait outside the building for their student(s). If the weather is challenging, you are welcome to wait inside the main entrance of the school.

Visiting Prescott

All visitors, including parents, are required to sign in at the school office upon arrival and wear a visitor sticker while in the school during class time.

Late Arrivals & Early Departures

If your child is arriving late to school, please ensure he/she comes through the main office to sign in. Likewise, if you are picking your child up early, please arrive 10 minutes earlier than you need to leave. This allows enough time for us to call the classroom and for your child to meet you in the front office to be signed out.

Closed Campus Expectations

For the safety and security of the Prescott school community, students are to remain on campus during the entire school day, unless signed out by a parent or guardian, from the time they arrive until dismissal at the end of the day. **All students, including grade nine students, are NOT permitted off campus during the morning recess.**

Lunch and Recess Routines

Students are provided an assigned, supervised place for eating lunch and for their recreation time. During recess, grades 1–5 eat lunch inside while kindergarten and grades 6–9 have outdoor recess (11:46 am–12:16 pm). Then, they switch: kindergarten and grades 6–9 eat inside, and grades 1–5 go outside (12:16 pm–12:46 pm).

Students in kindergarten through grade eight are NOT allowed to go off campus without written consent (See Puma Pass below). All students are expected to return on time and to

be prepared for classes prior to the afternoon bell. Designated, supervised areas during the morning recess and lunch recess are staggered according to class and grade. Supervised areas available to our students change at times throughout the year based on several factors (weather, intramurals, etc.) Students are assigned specific areas for morning and lunch recess on a rotating basis

Puma Pass

Prescott is a closed campus; students are supervised and expected to stay on-site during the school day.

Grades 6–8 students may leave to have lunch at home with a completed Puma Pass form. They must leave before 11:46 am and return right at 12:46 pm, carrying their pass when requested. Passes are issued Tuesdays and Thursdays at the main office.

In anticipation of the added personal responsibility required in high school, Grade 9 students do not need a Puma Pass unless indicated by parents. Leaving campus means no staff supervision, and passes will only be given if the student goes home for lunch. Students may not visit others' homes during lunch.

Lunch privileges will be revoked for misconduct or late returns.

Students in grade 5 and below must contact the office to arrange leaving campus. For other reasons, families must provide written or verbal permission to the office.

Emergency Response Procedures

Parkland School Division's first priority is the safety, security, and well being of our students and staff. Throughout the year, students and staff practice emergency procedures such as lockdowns, fire drills and emergency evacuations.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below. Greater explanation of emergency procedures can be found on the [Parkland School Division website](#).

In The Event Of An Emergency: Lockdown, Fire Drill, Shelter in Place, Evacuation

During a lock-down or shelter-in-place, no one may enter or leave the school until an “all-clear” is given and student release procedures are followed. Families must wait for instructions and not come to the school prematurely.

Evacuation:

If evacuated, students gather at a designated off-site muster location (e.g., Fenwyck Heights Old Folks Home). They remain there until returned to school or picked up by a parent/guardian. Parents must confirm pick-up directly with staff at the muster point. In unusual cases, students may be moved to a secondary location, with updates provided via the Division website and media.

- **Do not call the school or your child's cell phone.** It is important that phone systems be open and available for emergency communications. We will ensure that you get the information you need by contacting you.
- **Do not come to the school until instructed to do so.** In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures. You will not be allowed to pick up your child until after an “all-clear” is given and established student release procedures are in order.
- **Check the following to receive quick and accurate emergency announcements and status reports:**
 - [Our school website](#)
 - PSD [Facebook](#)

Severe Weather

During extreme conditions, including cold or hot weather, air quality or wind, rain or hail, or any other unexpected weather, may result in the division superintendent or school principal to modify the school day in accordance with any foreseeable safety concerns. This may include the cancellation of school buses, cancellation of curricular or extracurricular trips, or having students remain indoors during recess and lunch break. The school will remain open during regular hours unless specific information is broadcasted on local radio stations or posted on the school/school division website.

Assessment & Reporting

Assessment gathers information on student progress to improve learning.

Evaluation is a professional judgment based on assessments.

Reporting communicates student performance relative to Alberta learning outcomes.

PSD is moving toward real-time reporting via the PowerSchool Parent Portal, where families can track progress and see completed or missing assignments anytime.

For 2025-2026, Parkland School Division schools will have one formal report card in June. PSD reports progress on report cards with four indicators of achievement (Grades 1-9). The indicators of achievement for knowledge tasks **are equal, in range of percentage, to the indicators of achievement**. The expected acceptable standard for all students is to achieve, at least, a level of competence while continually striving to achieve a standard of excellence.

Parkland School Division - Report Card Indicators of Achievement - Equivalent Standards			
EXCELLENT (EXC)	COMPETENT (COM)	SATISFACTORY (SAT)	INSUFFICIENT (INS)
100% - 80%	79% - 65%	64% - 50%	49% - 0%

A student may receive feedback that utilizes descriptive indicators of achievement, relative to the outcome expected:

Indicators of Achievement (words that MAY be used to describe a student's competency with respect to specific outcomes)			
Correct / Meets Expectations / Pass			Incorrect / Growth Required / Fail
Excellent / Independent / Superior / Detailed / Exceptional / Sophisticated / Insightful / Advanced	Competent / Mostly Independent / Consistent / Demonstrated-Capability / Coherent / Adept / Logical	Satisfactory / Sufficient/ Limited / Approaching / Somewhat Dependent / Basic / Emerging / Straightforward / Adequate	Insufficient / Beginning / Avoidant / Not Evident / Poor Quality / Not Attempted / Incoherent / Mostly Dependent

Parkland School Division Code of Conduct

In the Parkland School Division, all members of our school community are expected to promote and demonstrate respect, civility and responsible citizenship.

With these goals in mind, everyone must:

- Demonstrate honesty and integrity
- Respect differences in people, their ideas and their opinions
- Acknowledge the right of everyone to be treated with dignity and respect at all times
- Take appropriate measures to help those in need
- Use non-violent means to resolve conflict
- Honour the role(s) of persons in positions of authority
- Show care and regard for school property and the property of others
- Comply with all applicable federal, provincial and municipal laws

We are all models for the kinds of citizens we desire to be. We teach and learn by example.

The Division's expectations for conduct are outlined in the following documents:

- [Board Policy 18](#): Role of the Student
- [Administrative Procedure 350](#): Code of Conduct
- [Administrative Procedure 360](#): Student Discipline
- [Administrative Procedure 810](#): Safety and Code of Conduct on Buses

PLC School Behaviour Expectations

At PLC, we believe every student is unique and capable of contributing positively to society. We value lifelong learning, basic skill mastery, and understanding group dynamics to appreciate oneself and others. By accepting responsibility, students can embrace future opportunities. We commit to working cooperatively with families, community, and agencies to create a supportive environment for all students to learn and grow.

PLC School Positive Behavior Support

At PLC, students have the right to learn, participate safely, and be treated with respect. Behavior support is ongoing, with success best achieved through home-school collaboration.

Students are encouraged and supported to make positive choices and held accountable. Cooperation, respect, and trust foster a positive learning environment.

PLC School's Student Code of Conduct

Our Student Code of Conduct ensures a welcoming, caring, respectful, and safe environment that values diversity and belonging. It promotes wellness by balancing individual and collective rights and responsibilities, sets clear behavior expectations for all school-related activities, and fosters a harassment-free, inclusive community where every student is treated with respect and dignity.

Expectations for Students

Prescott Learning Centre students are expected to demonstrate:

...Respect for Themselves

...Respect for Others

...Respect for the Space

These expectations apply to and from the school, during the school day, as well as by electronic means. These also include both on-campus and off-campus activities (including, but not limited to, field trips and sporting events).

Students are expected to demonstrate this respect by:

- Attending class and being prepared for learning
- Using appropriate and respectful language
- Following school and classroom expectations
- Cooperating with and following directions of staff members
- Acting in a safe manner which does not threaten the emotional or physical safety of students or staff
- Remaining on school property during the school day, unless otherwise excused and/or signed out
- Showing consideration for personal and school property
- Helping to preserve the natural environment
- Reporting instances of bullying and refraining from bullying behaviours, whether in-person or online

Prescott Learning Centre Student Commitments

- PLC students will pursue academic excellence and show respect for teaching and learning to the best of their ability.
- PLC students will promote responsibility, respect and kindness.
- PLC students will demonstrate strong positive character.
- PLC students will tolerate and honor all people including those who appear different from themselves.
- PLC students will treat all members of the school community with courtesy and respect.

Consequences

Learning shall be the foundation and primary consideration of any disciplinary action. We believe that everyone makes mistakes and our goal is to help students understand how to learn from those mistakes to feel pride and confidence.

School Ground Guidelines

The following specific guidelines help to create a positive learning environment:

- Students are to remain outside in the morning before school (other than during inclement weather) until 8:20 am;
- During recess and lunch students are to play outside in their designated zone (other than during inclement weather), within school boundaries;
- Snowballs, sticks, rocks, sand, and other harmful projectiles must not be thrown;
- Fighting is not allowed; piggy backing and play fighting are not permitted as they often lead to further problems;
- Students are asked to leave toys and other items of personal value at home as the school and school division are not responsible for them;
- Students are **not** expected to remove their hats/caps/hoods in the school other than for O Canada, speakers, assemblies, or in instances where safety might be compromised.

Student Attire

Students are expected to dress in a respectful manner that is appropriate for a learning environment of mixed ages, genders, and cultural backgrounds while attending PLC. Rather than trying to describe the things that they cannot wear we are focusing on helping students make appropriate choices that demonstrate respect for themselves.

Bikes, Scooters, Rollerblades, Skateboards and Hoverboards

Bikes, scooters, rollerblades and skate/hover boards must be walked or carried while on school grounds. All bikes, scooters and skate/hoverboards are expected to be locked and secured outside of the school on one of the racks provided. Students are expected to bring a lock and secure their belongings during the day.

Cell Phones/Electronics Expectations

As per ministerial order, there are now strict limitations on the student use of personal mobile devices while at school. The staff of Prescott Learning Centre, in conjunction with the Government of Alberta and Parkland School Division, have determined that eliminating cell phone use during instructional time improves focus and learning. At Prescott, cell phones, watches with WiFi capability, personal computers, tablets and earbuds, are to remain in secure cell phone towers or secure lockers during instructional time, with no access to social media platforms using school networks and devices. The ministerial order allows for the use of these devices for medical reasons or to support special learning needs at the discretion of the principal.

Students will place phones in a designated storage area at the beginning of each morning and they will collect phones at the end of the school day. We appreciate the value of socializing during breaks and therefore will have cell phones stay in a secure area during these outdoor recess breaks as well. We recognize that connection is important for all students and therefore we will offer a brief “check in” with cell phones while students are enjoying their lunches. Students will be given 5 minutes to check their phones without accessing social media platforms before returning them to the cell phone tower or locker. Please note that families may call the school in the event they need to speak to their child and students will have access to the office phone if necessary. Our secretaries will be happy to pass on any messages you may have.

Students who choose not to leave phones away will be asked to deposit their phones in the office “Cell Phone Hotel” where they will be stored until the end of the school day. If necessary, and with repeated non-compliance, we will contact parents to reinforce the cell phone policy and support us with this ministerial order.

The use of all personal mobile devices is bound by the PSD [Responsible Use of Technology Agreement](#).

Technology/Internet Use Expectations

All Parkland School Division schools have instituted a [Responsible Use of Technology Agreement](#). A copy of the agreement must be signed by each student in order to access computer technology in the school. In the event that there is a breach in the agreement (i.e. downloading software/files, viewing/searching for inappropriate material, or any other misuse/vandalism of the technologies) students may lose access privileges to computers/internet at the discretion of the school administration or may incur other consequences depending on the severity of the breach.

Our school welcomes the use of personal technology devices to enhance learning. All other use is at the discretion of the teacher and/or office administration.

Prescott Pumas Player Agreement

All athletic team members must sign and adhere to the PLC Player Agreement and parents are to sign the PLC Parent Pledge. Please visit our website at <https://prescott.psd.ca/programs/athletics> to download these documents.

Directed Learning Room (DLR) The Directed Learning Room is a space assigned to students in grades five through nine by Prescott Staff. DLR may be assigned to students who require more time to complete assignments. Parents/Guardians will be contacted by staff prior to a student being assigned DLR. Occurring on **Tuesdays** and **Thursdays**, DLR runs from 3:15pm to 4:30 pm and is supervised by Prescott Administration and volunteer staff members. There will also be lunch recess opportunities for students to attend the DLR for students Grade 1-9.

Who to Contact

Classroom Questions: For any questions or concerns regarding your child's classroom learning experience, please [contact the homeroom teacher](#).

Bus Questions: For any questions or concerns regarding your child's busing, please contact your child's bus driver or [PSD Transportation Services](#).

School Questions: For any questions regarding school-wide events or concerns impacting our school community, [please contact the office](#) at prescott@psd.ca or call at (780) 571-8079

Office Support

Our teachers and drivers do an exceptional job of managing most concerns at the classroom level or bus level, but occasionally they require support from our office team (principal, assistant principals, counselor). If you require further support for your child, our office team is here to support all of our students and their families. Please call at (780) 571-8079 or email at prescott@psd.ca

Extra-Curricular Athletics Support

- Mr. McNaughton: carson.mcnaughton@psd.ca,
- Mr. Neil Adams: neil.adams@psd.ca
- Ms. Breanne Burgess: breanne.burgess@psd.ca

School Council & Fundraising

- School Council: prescottscchair@psd.ca
- Fundraising Foundation: executive@plcff.com
- Hot Lunches: hotlunch@plcff.com

