



# Prescott Learning Centre

## School Handbook

### 2021-2022

Principal: Bryn Spence

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Parkland School Division website: [www.psd.ca](http://www.psd.ca)

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# PSD Vision, Mission & Priorities

## Vision

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact the world.

## Mission

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

## Foundational Statements

Our Ultimate Goal is Student Success and Well-Being. We therefore value:

- Learning opportunities that are:
  - Purposeful
  - Essential
  - Relevant
  - Authentic
  - Responsive
- Excellence in achievement
- Trustworthy, respectful relationships
- Resilience with self-awareness

## Priorities

- Meaningful Engagement
- Inspired Exploration
- Connected Community
- Resource Stewardship
- Wellness Culture
- Confident Resilience

# Parkland School Division Calendar

## PARKLAND SCHOOL DIVISION 2021-2022 APPROVED SCHOOL CALENDAR



Total Days: 222

Operational: 194

Instructional: 182

PD Days: 12

(Non-Instructional)

### Legend

Students' First Day

30

Students' Last Day

29

Non-Instructional



Fall/Winter/Spring

Break



Statutory Holiday



Diploma Examination



AUGUST				
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			

SEPTEMBER				
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	

OCTOBER				
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

NOVEMBER				
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			

DECEMBER				
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

JANUARY				
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
31				

FEBRUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
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

MAY				
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			

JUNE				
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	

# Calendar of Events

AUGUST 25-27	PD DAYS
AUGUST 30	FIRST DAY BACK FOR STUDENTS
SEPTEMBER 6	LABOUR DAY (NO SCHOOL)
SEPTEMBER 17	TERRY FOX RUN (TENTATIVE, DEPENDING ON WEATHER)
SEPTEMBER 20-24	BOOK FAIR
SEPTEMBER 28 & 29	PICTURE DAY
OCTOBER 8	PD DAY
OCTOBER 11	THANKSGIVING (NO SCHOOL)
NOVEMBER 1	PICTURE RETAKES
NOVEMBER 2 & 3	LEARNING CONFERENCES (4:30-7:30 & 3:30-6:30)
NOVEMBER 5	REMEMBRANCE DAY CEREMONY
NOVEMBER 6-14	FALL BREAK
NOVEMBER 15	PD DAY
DECEMBER 1	CHRISTMAS CONCERT GRADES 1, 3, 5 (6:30)
DECEMBER 2	CHRISTMAS CONCERT GRADES 2, 4, 6 (6:30)
DECEMBER 3	FIRST TERM REPORT CARDS LIVE, IPSPS & BSPS GO HOME
DEC 24-JAN 9	WINTER BREAK
JANUARY 31	PD DAY
FEBRUARY 10 & 11	TEACHERS' CONVENTION (NO SCHOOL)
FEBRUARY 18	PD DAY
FEBRUARY 21	FAMILY DAY (NO SCHOOL)

FEBRUARY 22 & 23	LEARNING CONFERENCES (4:30-7:30 & 3:30-6:30)
MARCH 18	SECOND TERM REPORT CARDS LIVE, IPPS & BSPS GO HOME
MARCH 19-27	SPRING BREAK
MARCH 28	PD DAY
APRIL 15	GOOD FRIDAY (NO SCHOOL)
APRIL 18	EASTER MONDAY (NO SCHOOL)
MAY 19	PD DAY
MAY 20	PD DAY
MAY 23	VICTORIA DAY (NO SCHOOL)
JUNE 29	LAST DAY FOR STUDENTS FINAL REPORT CARDS LIVE
JUNE 30	PD DAY

# Bell Schedule

TIME	BLOCK
8:10 am	Supervision Begins
8:15 am	Welcome Bell
8:20 am	Starting Bell - O Canada & Announcements
8:22-9:02 am	Block 1
9:02-9:41 am	Block 2
9:41-10:20 am	Block 3
10:20-10:35 am	1, 3, 5, 7, 9 Recess; K, 2, 4, 6, 8 DEAR
10:35-10:50 am	K, 2, 4, 6, 8 Recess; 1, 3, 5, 7, 9 DEAR
10:50-11:28 am	Block 4
11:28-12:06 pm	Block 5
12:06-12:36 pm	1, 3, 5, 7, 9 Recess; K, 2, 4, 6, 8 Lunch
12:36-1:06 pm	K, 2, 4, 6, 8 Recess; 1, 3, 5, 7, 9 Lunch
1:06-1:44 pm	Block 6
1:44-2:22 pm	Block 7
2:22-3:00 pm	Block 8
3:00 pm	Dismissal
3:10 pm	Buses Depart
3:15 pm	Outdoor Supervision Ends

# Communication

## School Website

For up-to-date school calendars and news, check our school website:

[prescott.psd.ca](http://prescott.psd.ca)

## Prescott Press

Each month, a newsletter will be sent home electronically to the email provided on PowerSchool. This document contains school news, important dates, and information from our School Council and Fundraising Foundation.

## PowerSchool

Powerschool allows you to update information, pay fees, and access attendance info 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.

## Reporting Absences

To report an absence for your child, please e-mail [prescott@psd.ca](mailto:prescott@psd.ca) or call and leave a message at the school office (780-571-8079). Please include the student's name, teacher (or grade), and reason for the absence in your message.

## Telephone Use

Students are permitted to use classroom and office telephones in case of an emergency, with permission from a staff member. Students will not, however, be allowed to use school phones to make after school plans. Student use of cell phones is not allowed during 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 messages received after 2:00 pm will be delivered or received by students and staff before dismissal.

## Change of Address/Phone Number

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



# Coming & Going

## Drop Off & Pick Up

Please note the following important information regarding child safety and parking at Prescott Learning Centre, according to Spruce Grove Bylaw Enforcement:

1. On the south side of the school on Prospect Way facing east, please do not allow your children to cross the road between parked cars. Rather, direct them to the crosswalks at the corners.
2. There is limited parking in front of the school. Once spaces are taken, please park elsewhere (i.e. on the street in front of the school). Parking in the middle of the road in the parking lot is dangerous for our students.
3. Please do not drop off or pick up in the Staff Parking lot at the back.
4. Please do not park in the Beaverbrook lot. These spots are for community members accessing the services at this private business.

## 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. 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 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 lanyard while in the school during class time.

## Late Arrivals & Early Departures

If your child is arriving late to school, please ensure he/she comes in the front doors 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.

# 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 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 can be found on [Parkland School Division website](#).

## In The Event Of An Emergency:

- **Do not call the school or your child's cell phone.** It is important that phone systems be open and available for emergency communications. By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. 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 [Twitter](#) and [Facebook](#)
  - Centre for Education (780-963-4010)
  - Local radio station

# Assessment & Reporting

**ASSESSMENT** involves gathering information about student progress, in order to improve teaching and learning.

**EVALUATION** involves making a professional judgement based on the assessments provided.

**REPORTING** involves communicating to students and parents the evaluation of student performance in relation to the learning outcomes in the Alberta Programs of Study.

Parkland School Division shall report progress with four indicators of achievement (Grades 1-9). Note that 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			
<b>EXCELLENT (EXC)</b>	<b>COMPETENT (COM)</b>	<b>SATISFACTORY (SAT)</b>	<b>INSUFFICIENT (INS)</b>
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
<b>Excellent</b> / Independent / Superior / Detailed / Exceptional / Sophisticated / Insightful / Advanced	<b>Competent</b> / Mostly Independent / Consistent / Demonstrated-Capability / Coherent / Adept / Logical	<b>Satisfactory</b> / Sufficient/ Limited / Approaching / Somewhat Dependent / Basic / Emerging / Straightforward / Adequate	<b>Insufficient</b> / Beginning / Avoidant / Not Evident / Poor Quality / Not Attempted / Incoherent / Mostly Dependent

Please refer to our school website for further details.

# Student Code of Conduct

Our Student Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

The Code of Conduct ensures that our school promotes a culture of wellness that:

- Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- Establishes and publishes expectations for student behavior while at school, at a school-related activity, or while engaging in an activity at any time that may have an impact on others in the school;
- Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity.

Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

In keeping with a commitment to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, in Parkland School Division everyone is accepted and experiences a sense of belonging. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

## 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 show this respect by:

- Attending class and being prepared for learning

- Dressing in a respectful manner that is appropriate for a learning environment of mixed ages and genders
- Using appropriate and respectful language
- Following school and classroom rules
- Cooperating with and following directions of staff members
- Acting in a safe manner which does not threaten the safety of students or staff
- Remaining on school property during the school day, unless excused and 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

### **Closed Campus Expectations**

Students are to remain on campus during the school day, unless signed out by a parent or guardian, from the time they arrive until dismissal at the end of the day. Students in Grades 5-9 who have signed permission are permitted to go home for lunch. Students are not permitted to go to other students' houses during the lunch break.

### **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. 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 a player agreement. See our website for our complete [player agreement](#) for our athletic teams.

### **Choir Member Agreement**

All choir members must sign a choir member agreement. See our website for our complete [choir member agreement](#).

### **Unacceptable Behaviours**

Students will be held accountable for conduct that occurs outside of the school building or school day and/or that occurs electronically, if the conduct negatively affects a member of the school or interferes with the school environment. These behaviours may result in school-based consequences.

Unacceptable student behaviours include, but are not limited to:

- Behaviours that interfere with the learning of others and/or the school environment
- Behaviours that create unsafe conditions for staff or students
- Acts of bullying, harassment, or intimidation
- Physical violence
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern
- Illegal activity such as:
  - Possession, use or distribution of illegal or restricted substances
  - Possession or use of weapons
  - Theft or damage to property

### Consequences

Learning shall be the foundation and primary consideration of any disciplinary action.

Disciplinary actions may include, but are not limited to:

- Problem solving, monitoring, or reviewing behavior expectations with student
- Parental involvement
- Referral to provincial attendance board
- Removal of privileges (such as membership on sports teams)
- Detention of student
- Implementation of an in-school short term opportunity placement involving an out-of-class learning opportunity
- Behavioral contract with student
- Restitution, where the Division may seek restitution for damage to Division property
- Suspension from riding the school bus
- Suspension from school
- Involvement of police
- Expulsion from school (by the Board upon recommendation of the Principal)

### Parkland School Division Code of Conduct

In 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, 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](#): Developing and Maintaining a Culture of Inclusion and Wellness
- [Administrative Procedure 355](#): Student Discipline

# Who to Contact

## Classroom Questions

For any questions or concerns regarding your child's classroom learning experience, please contact his/her 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.

## 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, counsellor). If you require further support for your child, our office team is here to support all of our students and their families

## Extra-Curricular Support

- Athletics - Mr. McNaughton: [carson.mcnaughton@psd.ca](mailto:carson.mcnaughton@psd.ca)
- Choir - Mrs. Marchand: [melanie.marchand@psd.ca](mailto:melanie.marchand@psd.ca)

## School Council & Fundraising

- School Council: [prescottscchair@psd.ca](mailto:prescottscchair@psd.ca)
- Fundraising Foundation: [executive@plcff.com](mailto:executive@plcff.com)
- Hot Lunches: [hotlunch@plcff.com](mailto:hotlunch@plcff.com)