



# Prescott Learning Centre

## School Handbook

2024-2025

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# Parkland School Division Vision, Mission & Priorities

## **Our Vision** - *WHERE WE ARE GOING*

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

## **Our Mission** - *HOW WE WILL GET THERE*

- 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.

## **Our Ultimate Goal** - *THE REWARD FOR GETTING THERE*

- Student Success and Well-being

## **Our Values** - *WHAT GUIDES US*

- Learning opportunities that are purposeful, essential, relevant, authentic and responsive;
- Excellence in achievement;
- Trustworthy, respectful relationships; and,
- Resilience with self-awareness.

## **Our Priorities**

**Student Wellness & Workplace Wellness** - Both student wellness and workplace wellness are priorities for us. PSD's Ultimate Goal: Student Success and Well-being highlights how important student wellness is. A healthy school approach is one that supports the health and well-being of students and the entire school community. EVERYONE plays a role in supporting student wellness.

Healthy organisations and workplaces are at their best when they are made up of people who are healthy. Wellness is a very personal concept that can mean many things to different people, but workplace wellness is about how you feel about your work, the workplace environment, and the climate and culture within it.

**Equity, Diversity & Community** - Although PSDs tagline is 'Where the World Opens up', the world doesn't open up to all members of our communities until our minds open up to all members of our communities. A continual progression toward equity, and the promotion of anti-racism, are essential components of a caring, respectful and safe school division. All members of the PSD community are expected to demonstrate, and ensure, that a sense of belonging, for all staff, students and community members, exists in all places.

**Indigenous Perspectives and Ways of Knowing** - PSD is building relationships with Indigenous communities that increase understanding of their experiences, and therefore increase attendance rates, academic completion, and a sense of belonging for Indigenous students. In addition, we need to learn the history of our continent that predates colonialism - we have a responsibility to listen to the stories of the Elders and to increase our understanding beyond what we were taught in school, and to bring those perspectives into our day-to-day work and learning.

**Programming and Pedagogy** - Student programming and continual improvement of teaching practices continues to be a priority for PSD. The Division is proud to offer diverse programs to students because that's how learning comes alive for them. Programs showcase the breadth of the work. The depth of our work gets recognized in our attention to pedagogy.

# Calendars

## PARKLAND SCHOOL DIVISION

### 2024-2025 FAMILY CALENDAR

  

**LEGEND**

Student First  
28

Student Last  
26

No School  
x

High School Transition  
△

School days are explained in detail in the full PSD Calendar.

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

  

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

  

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

  

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

  

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

  

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

  

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

  

MARCH					
M	T	W	T	F	S
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

  

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

  

MAY					
M	T	W	T	F	S
			1	2	
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12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

  

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

**219 TOTAL DAYS**  
36 No School Days

**181 DAYS OF OF LEARNING**

# PARKLAND SCHOOL DIVISION 2024 - 2025 KINDERGARTEN CALENDAR



Mon/Wed	
Tue/Thu	
Early Years PD Days	
Non-instructional Days	
Non-Operational Days	
Fall/Winter/Spring Break	
First and Last Day of instruction for students	
Staggered Entry	

AUGUST				
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

SEPTEMBER				
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				

OCTOBER				
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	

NOVEMBER				
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

DECEMBER				
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			

JANUARY				
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

FEBRUARY				
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

MARCH				
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				

APRIL				
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		

MAY				
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

JUNE				
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				



## PRESCOTT KEY DATES 2024-2025

THESE DATES ARE SUBJECT TO CHANGE

AUGUST 23-AUGUST 27	PD DAYS (NO SCHOOL FOR STUDENTS)
AUGUST 28	FIRST DAY BACK FOR STUDENTS
SEPTEMBER 2	LABOUR DAY (NO SCHOOL)
SEPTEMBER 6	IEP PARENT FORM GOES HOME
SEPTEMBER 11	CTF TERM 1 BEGINS GR. 7/8/9
SEPTEMBER 11	PLC SCHOOL COUNCIL
SEPTEMBER 13-14	TERRY FOX RUN (OVERNIGHT FUNDRAISER)
SEPTEMBER 18	GR. 6 IMMUNIZATION TEACHING VISIT IN AM
SEPTEMBER 16-19	BOOK FAIR
SEPTEMBER 18	MEET THE STAFF (5:30-7:00 PM)
SEPTEMBER 19-21	PLC JR. VOLLEYBALL TOURNAMENT
SEPTEMBER 20	PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL FOR STUDENTS)
SEPTEMBER 24 & 25	PICTURE DAY(S) - LARGE GYM
SEPTEMBER 26-28	PLC SR. VOLLEYBALL TOURNAMENT
SEPTEMBER 27	PLC ORANGE SHIRT DAY ACTIVITIES/ASSEMBLY
SEPTEMBER 27	SCHOOL FEES DUE ON POWERSCHOOL
SEPTEMBER 30	TRUTH & RECONCILIATION (NO SCHOOL)
OCTOBER 2	PLC SCHOOL COUNCIL AGM (6:30-7:30 PM)
OCTOBER 11	PD DAY (NO SCHOOL FOR STUDENTS)
OCTOBER 14	THANKSGIVING (NO SCHOOL)
OCTOBER 24	PICTURE RETAKES- SMALL GYM
OCTOBER 24-25	PLC JUNIOR B VOLLEYBALL TOURNAMENT
OCTOBER 26	PLCFF FAMILY HALLOWEEN DANCE
OCTOBER 29	GR. 6 IMMUNIZATIONS (ROUND 1 AM/PM)



OCTOBER 31	HALLOWEEN ACTIVITIES
NOVEMBER 6	TAKE YOUR KID TO WORK DAY
NOVEMBER 6	PLC SCHOOL COUNCIL (6:30-7:30 PM)
NOVEMBER 6* & 7	LEARNING CONFERENCES (3:30-6:30 PM IN-PERSON* & 4-7 PM ONLINE)
NOVEMBER 7	REMEMBRANCE DAY CEREMONY
NOVEMBER 8	PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL FOR STUDENTS)
NOVEMBER 11	REMEMBRANCE DAY (NO SCHOOL)
NOVEMBER 12-15	FALL BREAK (NO SCHOOL)
NOVEMBER 22	KINDER PD DAY (NO KINDER STUDENTS ATTEND)
NOVEMBER 29	GR. 9 IMMUNIZATION TEACHING VISIT IN AM
DECEMBER 4-5	CHRISTMAS/WINTER CONCERTS
DECEMBER 4	PLC SCHOOL COUNCIL
DECEMBER 5	CTF TERM 2 BEGINS-GR. 7/8/9
DECEMBER 16-21	CHRISTMAS FUN WEEK
DECEMBER 22	PD DAY (NO SCHOOL FOR STUDENTS)
DEC 23-JAN 7	WINTER BREAK (NO SCHOOL)
JANUARY 6	CLASSES RESUME
JANUARY 8	PLC SCHOOL COUNCIL (6:30-7:30 PM)
JANUARY 14	GR. 9 IMMUNIZATIONS (AM/PM)
JANUARY 16-18	PLC JUNIOR BASKETBALL TOURNEY
JANUARY 27-30	JR. HIGH MIDTERM WEEK
JANUARY 30	REPORT CARDS LIVE ON POWERSCHOOL
JANUARY 31	PD DAY (NO SCHOOL FOR STUDENTS)
FEBRUARY 5	PLC SCHOOL COUNCIL-(6:30-7:30 PM)
FEBRUARY 6 & 7	TEACHERS' CONVENTION (NO SCHOOL FOR STUDENTS)
FEBRUARY 12	(NEW) KINDER OPEN HOUSE

FEBRUARY 13	VALENTINE'S DANCE(S)
FEBRUARY 14	PD DAY (NO SCHOOL FOR STUDENTS)
FEBRUARY 17	FAMILY DAY (NO SCHOOL)
FEBRUARY 20-22	PLC SR. BASKETBALL TOURNAMENT
FEBRUARY 27-28	PLC JR. B BASKETBALL TOURNAMENT
MARCH 5	PLC SCHOOL COUNCIL (6:30-7:30 PM)
MARCH 19* & 20	LEARNING CONFERENCES (3:30-6:30 PM IN-PERSON* & 4-7 PM ONLINE)
MARCH 20	CTF TERM 3 BEGINS-GR. 7/8/9
TBD	PLC TALENT SHOW
MARCH 28	PD DAY (NO SCHOOL FOR STUDENTS)
MARCH 31-APRIL 4	SPRING BREAK/EASTER BREAK (NO SCHOOL)
APRIL 7	CLASSES RESUME
APRIL 9	PLC SCHOOL COUNCIL (6:30-7:30 PM)
APRIL 18	GOOD FRIDAY
APRIL 21	EASTER MONDAY
APRIL TBA	VOLUNTEER CELEBRATION TBA
APRIL 20-26	VOLUNTEER APPRECIATION WEEK
APRIL 23-24	PLC BADMINTON TOURNEY
APRIL 29	GR.6 IMMUNIZATIONS (ROUND 2 - AM/PM)
MAY 7	PLC SCHOOL COUNCIL (6:30-7:30 PM)
TBA	TRACK MEET (GR. 4-9)
MAY 16	PD DAY (NO SCHOOL FOR STUDENTS)
MAY 19	VICTORIA DAY (NO SCHOOL)
TBA	FIELD DAY (GR. 1-3)
TBA	PET PARADE
JUNE 4	PLC SCHOOL COUNCIL (6:30-7:30 PM)

JUNE 6	GR.9 FAREWELL (6:30-9:00 PM)
JUNE 11	CTF TERM 3 ENDS
JUNE 13	PET PARADE
JUNE 19	ATHLETIC AWARDS
JUNE 20	PLC NATIONAL INDIGENOUS PEOPLES ACTIVITIES/CELEBRATIONS
JUNE 26	LAST DAY FOR STUDENTS: REPORT CARDS LIVE
JUNE 27	PD DAY (NO SCHOOL FOR STUDENTS)

# 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
*O Canada and the Land Acknowledgement will occur on the first school day of each week	

# Communication

## School Website

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

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

## Home - School Communication

In order to provide families with timely information regarding student progress and growth, PLC staff strive to maintain open communication using a variety of tools, such as phone calls, emails, PowerSchool, “Remind”, “See Saw”, newsletters, website updates, blogs, social media, and parent-teacher conferences. Your child’s homeroom or subject specific teacher is your primary contact and is responsible for keeping you informed of your child’s progress throughout the year. Please contact your child’s teacher first if you have any questions or concerns.

Please allow 24-48 hours (excluding weekends and holidays) for a staff member to respond. You can find the contact information for your child’s teacher(s) on the PowerSchool Parent Portal, the [PLC Staff Directory Page](#), or by phoning the school. If your question or concern is urgent, please contact the main office directly at (780) 571-8079.

## Prescott Weekend Memo

On Sunday of each school week, the Principal’s Weekend Memo 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.

### Reporting Absences

To report an absence for your child, please email [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. Absence codes can be found [here](#).

### 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 during instructional time.

### 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

### Posted Sept 27th, 2024

Student fees (with the exception of CTF, field trip, and extracurricular fees) for the 2024-2025 school year will be added to students' PowerSchool accounts on Sept. 27th, 2024. 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.

# General Information

## **Peanut/Nut Awareness**

Allergy Aware means we are providing a safe learning environment for students and staff. We ask that families avoid sending products containing peanuts/nuts to classes where there is an identified allergy. We request that foods containing peanuts-nuts remain at home and are not sent to school as a lunch, recess snack, or as treats for birthdays and class parties or celebrations. We understand that sometimes products containing peanuts or nuts will be sent to a classroom or school as part of student lunches. If this occurs, your child (and a buddy) will be provided with a safe area to have their lunch or snack. We then have the student sanitize and wash their hands before returning to classroom activities. The school will contact the parent/guardian to avoid sending such foods in the future.

## **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. As medications are not permitted on buses, parents/guardians are required to deliver all medications to the office in a pharmacy labeled container. If you have any questions regarding the distribution of medication to students, please contact the office.

NOTE: Under no circumstances are non-prescription drugs to be brought to school

## **Student Attendance**

When student attendance dips below 95%, learning suffers dramatically. As we are establishing habits that will make students successful in both junior high, high



school and beyond it is important that they attend class regularly. Too often the stress students put on themselves when they fall too far behind results in feelings of helplessness and hopelessness. In many instances, poor attendance is a symptom of a much greater issue.

If a student is to be absent for an extended period of time (i.e. illness, family emergency) it is important that a parent/guardian inform the school. PSD data reveals that while gr. 9 students who attend class more than 95% of the time have a three year high school graduation rate of 84%, the three year graduation rate of gr. 9 students who attend class 79% of time or less drops to 44%. When a student's attendance falls below 85%, school administration will be in contact with parents/guardians. If the absences continue, parents/guardians and school administration will cooperatively formulate an attendance plan. The numbers don't lie, students need to be in class to learn. If you are having difficulty supporting your child with regular attendance, please contact the office.

**School Council** - Without question, the success of the PLC school community is incumbent on the active and committed support of families. All families of PLC students are voting members of the PLC School Council. At the regular monthly meetings, ***held on the first teaching Wednesday of the month at 6:30 pm,*** parents, guardians, and community members are provided with the opportunity for direct input on matters such as the school development plan, school procedures, programming priorities, and perhaps most importantly, to work with teachers, support staff and administrators to promote student learning and well enhance student well-being. School Council meetings provide families with the opportunity to pose questions and provide input to improve the PLC School Community.

PLC's School Council is made up of a Chair (or two Co-Chairs), Vice-Chair, Secretary, and a communications officer. Elections for School Council take place at the Annual General Meeting in October and families are strongly encouraged to be involved in this vital element of our school community. However any and all families are welcome to attend whether they have a formal position or not. For more information please reach out to [prescott.scchair@partner.psd.ca](mailto:prescott.scchair@partner.psd.ca) or contact the main office.

### **Prescott Learning Centre Fundraising Foundation (PLCFF)**

The Prescott Learning Centre Fundraising Foundation is a very active parent volunteer organization that is separate, but accountable, to PLC's School Council. The PLCFF was formed in order to manage fundraising efforts for items needed to enhance the quality of the school community. The PLCFF is also responsible for the school's Hot Lunch Program. ***The PLCFF meets on the second teaching Wednesday of each month at 6:30 pm.***

The PLCFF consists of a president, vice-president, treasurer, secretary, and three grade representatives: Kindergarten to grade three, grade four to six, and grade seven to nine. Any and all parents are welcome and encouraged to apply for a formal position or participate informally by attending meetings or volunteering for fundraising opportunities. For more information please email at [executive@plcff.com](mailto: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.

Money can easily be misplaced or lost. We ask that children bring any cheques 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 are programs that provide nutritious meals for students who have forgotten or are unable to access breakfast or lunch. In order to track usage each student is required to obtain a 'food ticket' from the teacher or from the office. The food is provided by generous community grants and donations.

Grab N' Go Breakfast and Forgotten Lunch are programs led by family volunteers (including Grandmas and Grandpas!) who sign up for one morning or afternoon shift per week. If you are able to volunteer either for a regular shift, a part time shift, or as a purchaser please contact the office. Thank you in advance for your support of this very important 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 main office 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

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/YMCAs Cantiro Centre parking lot. These spots are for community members accessing the services at this private business.
5. If at all possible, for the safety of students and to avoid traffic congestion in the front parking lot, please refrain from turning left (east) from Pioneer Road on to Prospect Way.

## 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 in the front doors/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** unless they have been signed out by a parent or guardian.

## Lunch and Recess Routines

Students are provided an assigned, supervised place for eating lunch and for their recreation time. For the first half of recess (11:51 am to 12:21 pm) grades

one through five students will eat lunch inside while the kindergarten and grades six through nine students will proceed outside for recess. For the second half of recess (12:21 pm to 12:51 pm), kindergarten and grades six through nine students will return inside for lunch while the grades one through five students proceed outside for recess.

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**

For safety and security of the school community Prescott is a closed campus; meaning, while in school, students are under the active supervision of school staff and are expected to remain on campus for the duration of the school day. Families of grades six to eight students who would like their child(ren) to leave campus in order to have lunch at home may complete a Puma Pass permission form. As the expectation is that students are going home for lunch, students leaving campus must do so before 12:05 Noon and are not permitted to return to campus prior to 12:45 pm. Students who leave campus for lunch may be asked to provide their Puma Pass card upon request by Prescott staff members. Puma Passes will be issued through the main office on Tuesdays and Thursdays throughout the school year.

In anticipation of the added personal responsibility required in high school, **grade nine students do not require a Puma Pass** to leave at lunch unless otherwise indicated to the office by a parent or guardian. Parents are reminded that students who leave campus are no longer under the supervision of Prescott staff. It is strongly encouraged that consent for a Puma Pass only be provided if

the student is going home for lunch. Students are not permitted to go to other students' houses during the lunch break.

The privilege of leaving campus at lunch for all students, including grade nine students, may be revoked due to inappropriate conduct including chronic tardiness as result of returning late from lunch hour.

Students of children in grades five and under are asked to contact the office directly to make arrangements to leave campus for lunch. For any other reason families of students without a Puma Pass are asked to provide written consent or call the main office to provide the student permission to leave the campus during the school day.

## 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 of emergency procedures can be found on the [Parkland School Division website](#).

### **In The Event Of An Emergency: Lockdown, Shelter in Place, Evacuation**

What happens during a Lock-Down or Shelter-in-Place? In the event of a lock-down or shelter-in place, the school will be locked with NO arrivals or departures of anyone including staff, students, or visitors. Families will not be permitted to pick-up students until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.



What if the school is evacuated? It may be necessary to keep the streets and parking lot clear for emergency vehicles. If it's necessary to evacuate the school for an extended period of time, students will gather at our emergency muster station at Fenwyck Heights Old Folks Home South on Pioneer Road or an alternative assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Should you arrive at the school during an evacuation event, please ensure that you provide face-to-face confirmation with your child's muster point teacher that you are taking your child from school property. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the 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. 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 PSD [Facebook](#)
  - Centre for Education (780-963-4010)
  - Local radio station

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

**EVALUATION** involves making a professional judgment 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. All PSD schools are moving towards real time reporting so families will not have to wait for reporting on student achievement. Families can access their child's progress through the Parent Portal of PowerSchool at any time. As students complete assignments, marks will be entered; students and families will be able to see which assignments are not completed.

For 2024-2025, Parkland School Division schools will have two report cards; one in January and one 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			
<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

Families are able, and are strongly encouraged, to check their students' progress on PowerSchool regularly. Please refer to our school website for further details.

### Appeal of Final Grades

Students have the opportunity to appeal teacher-assigned final marks. If you question a mark, the first approach should be to the teacher who assigned it. If still dissatisfied, students should appeal in writing to the school principal. This appeal should be made promptly on receipt of the mark and must include your reasons for the appeal.

## Student Code of Conduct

(Updated Aug. 2024)

### Student Conduct

The student conduct guidelines are in line with the Alberta Education Act and the guidelines for student behaviour within Parkland School Division. Teachers are responsible for discipline in the classroom; however, all staff are expected to monitor student conduct and deal with situations that occur on school grounds. Parents are integral partners in managing student behaviour and will be informed whenever necessary to support school staff.

## 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 that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and of group dynamics, individuals will come to know and to appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value the eventual opportunities.

Therefore, we commit ourselves in a cooperative effort with families, community, law enforcement officials, social services agencies, family court, and school personnel to provide an atmosphere that will allow all students to learn and grow.

### **PLC School Positive Behavior Support**

At PLC, we believe that students have the right to learn; to participate without intimidation; to be treated with respect; and to be safe and secure. Behavior support is seen as an ongoing process rather than an event. Success is most likely to occur when home and school work together in the best interest of the child. Students are encouraged to make positive choices and are supported in learning the skills necessary to make such choices. Students are held accountable for their own behaviour. Cooperation, mutual respect, and trust, create a positive school environment for growth and learning.

### **PLC School's 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 the 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**

Students are expected to demonstrate respect towards themselves and their own property. No student in our school is old enough to legally purchase/possess/use tobacco or alcohol products. It is illegal for them to purchase/possess illicit drugs. Students in possession and/or using these substances will be held accountable.

#### **...Respect for Others**

Students are expected to demonstrate respect for others by being courteous and well mannered, being tolerant of others, being cooperative with school staff, using appropriate language, observing safe practices, and being accountable to **all** members of the school community. Harassment of others, in any form, will not be tolerated.

#### **...Respect for the Space**

Students are expected to respect and care for the property of others. Damage, theft, or misuse of school or personal property is unacceptable behaviour and students will be expected to pay or compensate for the damage. Students are expected to assist in keeping our school a place to be proud of that is safe and clean.

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
- 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 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

The following commitments are essential to a successful school program and purposeful life:

- 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.



## Unacceptable Behaviours

Students will be held accountable for conduct that occurs both within and 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, but not limited to:
  - Possession, use or distribution of illegal or restricted substances including cigarettes/tobacco, and vapes/vaporizers and e-cigarettes
  - Possession or use of weapons
  - Theft or damage to property

## Plagiarism & Cheating

Claiming another individual's work as one's own without acknowledgement is plagiarism. Completing an assignment or exam in violation of school rules is considered cheating. While Artificial Intelligence (AI) is an emerging technology that offers promising learning opportunities for students, it is not permitted to be used to complete assignments, exams, or any academic endeavors unless explicitly permitted by the teacher.

Claiming authorship of another's work or using AI to generate work to be submitted as one's own shall be considered plagiarism and may be subject to discipline (as per AP 350: Code of Conduct and AP 360: Student Discipline).

Further violations of academic integrity related to cheating, plagiarism, or AI use may result in disciplinary actions, including warnings, loss of privileges, the requirement to redo an assignment, receiving a failing grade for the assignment or course, suspension from school WiFi networks, and in severe cases, removal from a program (as per Administrative Procedure 360 – Student Discipline).

## 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
- For students in grades five through nine assignment to the after school Directed Learning Room (DLR)
- Participation in a restorative conference/meeting
- Referral to the PSD Attendance Officer or the provincial attendance board
- Removal of privileges (such as membership on sports teams, clubs, events, Puma Pass, or activities)
- 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
- Referral to a discipline hearing (on the recommendation of the principal)

## Academic Expectations

Students are expected to bring materials to class, participate actively and positively in class activities, and complete assigned homework to the best of

their ability. These behaviours are essential for students to reach their academic potential.

### Playground Safety

Students are expected to play safely and use equipment wisely and remain in their designated supervision zone for the duration of recess/breaks. There are basketball nets in the tarmac for all grades to play with during their designated time(s). In the field there are places to play football, soccer, and Frisbee. Supervisors are out and about to ensure safe playing is occurring.

### 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 them to make appropriate choices that demonstrate respect for themselves. In the same way that discipline is an individual journey and will require more or less guidance on an ongoing basis.

## **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. All personal mobile devices must be turned on silent mode or turned off and be secured out of sight. The use of personal devices is governed by the following criteria:

- Students from Kindergarten through Grade Six are to refrain from accessing cell phones and smart watches/smart devices while at school. These devices are to be on silent mode or powered off and stored out of view;
- Students in Grades Seven through Nine are to keep cell phones and smart watches/smart devices on silent mode or powered off and stored out of view while at school. However, Grade Seven through Nine students will be provided brief access to these devices during morning recess and at lunch hour. However, during the remainder of recess and at school during lunch hour, cell phones and smart watches/devices are to be on silent mode or powered off and stored out of view;
- For now, personal computers and tablets will be permitted at the discretion of the teacher or school administration during instructional time provided students use these devices for educational purposes and refrain from accessing social media sites and gaming applications, and refrain from communicating via said devices;
- All students are to refrain from accessing social media using school networks and devices;

- The use of personal mobile devices is acceptable when used for diagnosed medical reasons and/or to support special education purposes;
- The use of all personal mobile devices is bound by the PSD Responsible Use of Technology Agreement (see below).

If a student is observed using a personal mobile device:

- First offence: the staff member will direct the student to turn off the device and return it to their backpack or locker
- Second offence: the staff member will confiscate and secure the device for the remainder of the instructional block and inform (email is acceptable) the parent/guardian of the infraction. (staff members will secure the device in a locked space or keep the device in their pocket for the duration of the block.
- Third offence: the staff member will direct the student to the office where the device will be confiscated and secured for the remainder of the school day, including breaks. Administration will inform the parents/guardians regarding the office referral.
- Repeated/Ongoing Offences: With parent/guardian consent, the student will be required for a predetermined amount of time to drop off the device at the office in the morning where it will remain for the remainder of the instructional day.
- While the school is not responsible for lost or stolen electronic devices, the school **is** responsible to replace any confiscated items that have been lost or stolen. If at all possible, please keep confiscated items on your person or securely locked away or bring them to the office so they can be safely secured.

We do understand that cell phones can be a safety or communication tool for families. Families are asked to recognize that students are focused on their learning throughout the day and sending or calling during school hours creates a difficult situation; students often feel obligated to respond which distracts them from the important learning they are participating in.

If there is an important or urgent message that parents need to convey to their child at school, please call the school (780) 571-8079 and we will ensure the message is passed in a much more timely manner. Not only does this help the school know of what is to be expected should the student need to leave or require support, it allows the student to continue their learning activity without interruption unless absolutely necessary. 4

Further, the school is not responsible for lost or stolen electronic devices including, but not limited to, cell phones, laptops, Chromebooks, or smart watches.

### **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.

### **Choir Member Agreement**

All choir members must sign and adhere to the PLC Choir member agreement. See our website for our complete [Choir Member Agreement](#).

## 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 are behind, have failed to hand in assignments, or as a consequence for a variety of behaviors. However, students are welcome and encouraged to attend on their own accord to complete assignments or exams. 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. Families of students who fail to attend DLR will be contacted by Prescott Administration to arrange an alternative date to attend DLR. Students who fail to attend DLR on the second arranged date may be subject to an in school suspension. If your child is unable to attend an assigned DLR, please contact your child's teacher.

## Who to Contact

### Classroom Questions

For any questions or concerns regarding your child's classroom learning experience, please [contact their 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](mailto: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](mailto:prescott@psd.ca)

## Extra-Curricular Athletics Support

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

Updated 08/27