



**FOREMOST  
SCHOOL**

*Home of the Falcons*

**Handbook 2023-2024**

## **Principal's Message**

I would like to welcome you all back to school and I trust you had an enjoyable and relaxing summer. Foremost School Staff is excited to once again have the opportunity to offer students unique and rich learning opportunities. This year we are very excited to continue with our F.A.R.M (Foremost Agricultural Resource Model) and our Rodeo and Hockey Academies. Teachers in grades K-6 will also be continuing placing an emphasis on reading instruction backed by the science of reading. Staff are committed to working with our students here in Foremost to ensure that they are receiving the best school experience possible both in the areas of academics and extracurricular activities. It is our goal that students at Foremost School are given exposure to a variety of subjects and experiential learning opportunities in order to deepening their learning and engagement.

Foremost School prides itself on our community feel and commitment to taking a student centred approach to what we do. It is vital that we work together as a school community so I urge you to please give me a call or come into the school if you have any questions, concerns or ideas you would like to discuss.

Let's make this the most exciting, enjoyable and fulfilling school year possible.

Mr. Steeves

## **Foremost School Staff 2023-2024**

Mr. Corey Steeves- Principal

Mrs. Angela Hazell- Vice Principal, Sr. Social and English

Ms. Cassidy Harty- JK/Kindergarten

Mr. Ryan Kusch- Grade 1

Ms. Brittney Chomistek -Grade 2 and Rodeo Academy

Ms. Louise Karl- Grade 4

Mrs. Michelle Cowie - 5/6 LA, 5/6 Math and Rodeo Academy

Mr. Jay Diemert- Jr. High Science, Jr./Sr. High Social Studies, Jr. High Options and CTS

Mr. Josh Marshall- Physical Education, CTS and CTF and Hockey Academy

Mr. Jon Dunlop- Grade 3, Sr. High Science, 8 Math

Mrs. Tammy Jenkins- Grade 3 and ILT

Mrs Lauren Walker- Jr. High Math, Jr. High Science, Sr. High Math and Sr. High Science

Mr. Guy Chomistek- Grade 7 math, Grade 7/8 LA, Jr High ILT

Ms. Regina DeGagne- Secretary

Mrs. Lisa Jetter- Librarian

Mrs. Nikki Hollingsworth- Educational Assistant

Mrs. Savanna Proud- Educational Assistant

Mrs. Jackie VanStaalduine- Educational Assistant

Ms. Makenna Ormann- Educational Assistant

- Educational Assistant (Learn and Explore)

Mr. Dave Pieper- Custodian

Mr. Ryan Hansen- Custodian

Mrs. Nancy Fehr- Custodian

### **School Mission Statement:**

In partnership with the community, Foremost School will provide each of our students a safe and caring learning environment dedicated to helping develop the attitudes, skills, and knowledge necessary to be successful and contributing members of society.

### **Primary Goal**

Here at Foremost School, our main purpose is to achieve a level of Literacy and Numeracy proficiency, which will lead to increased success in future grades and will enable Graduates of Foremost School to leave prepared for post-secondary, employment and other endeavours they decide to pursue. It is also our goal that students feel connected, safe and cared for while here at the school. Through our regular core classes, options/elective classes and special programs such as our Hockey Academy, Art Institute and School garden project we strive to engage students and foster a deeper understanding of the curriculum that will transfer into other facets of their lives.

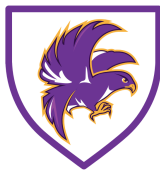
### **School Mission Statement:**

In partnership with the community, Foremost School will provide each of our students a safe and caring learning environment dedicated to helping develop the attitudes, skills, and knowledge necessary to be successful and contributing members of society.

### **School Goals**

1. Foremost school staff will work with students to increase their deeper learning in the areas of **literacy** and **numeracy**. Along with this we will strive to Ignite Minds, Kindle Hearts and Forge Futures.
2. Foremost school staff is committed to ensuring that both **staff and student wellness** is a top priority. This includes wellness in the areas of mental, social emotional and physical health.

### **School Logo**



**FOREMOST  
SCHOOL**

### **Athletics Logo**



### **School Colours**

Purple & Gold

### **School Website**

<https://foremost.myprps.com>

## The School Day and Attendance Expectations

### School and Office Hours:

School is open from 8:15 a.m. to 4:00 p.m. on instructional days. Daily office hours are from 8:00 a.m. to 3:30 p.m. We request that all visitors to the school, report to the office and sign in immediately upon entering the building. Visitors are also requested to sign out at the office upon leaving the building.

We ask that students who get dropped off or walk to school do not arrive until 8:25 - for their safety. Students will remain at school for the duration of the lunch break, from 11:45 – 12:25, unless the parents have filled out and submitted to the office a Lunch Form that allows the student to leave the school and have lunch off the school grounds. In this case, the student will return to school 5 minutes before their next class starts. This is to ensure all students are accounted for in case of an emergency.

### Bell Schedule/Timetable

K-6 Schedule		7-12 Schedule	
8:35 - 8:50	Homeroom	8:35 - 8:50	FALCON TIME
8:50 - 9:30	Period 1	8:50 - 9:30	Period 1
9:30 - 10:10	Period 2	9:30 - 10:10	Period 2
10:10 - 10:25	RECESS/BREAK		
10:25 - 11:05	Period 3	10:25 - 11:05	Period 3
11:05 - 11:45	Period 4	11:05 - 11:45	Period 4
11:45 - 12:25	LUNCH		
12:25 - 1:05	Period 5	12:25 - 1:05	Period 5
1:05 - 1:45	Period 6	1:05 - 1:45	Period 6
1:45 - 2:00	RECESS/BREAK		
2:00 - 2:40	Period 7	2:00 - 2:40	Period 7
2:40 - 3:15	Period 8	2:40 - 3:20	Period 8

### ■ Wednesday “Extended Falcon Time” Schedule

TIME	
<b>Period 1</b> <b>8:35- 9:05</b>	- 30 minute period

<b>Period 2</b> <b>9:05 - 9:35</b>	- 30 minute period
<b>Falcon Time/Teacher PLC</b> <b>9:35 - 10:30</b>	<ul style="list-style-type: none"> <li>• Teachers meet (Home Ec Room)</li> <li>• coverage provided</li> <li>• students in 7-12 get an extended Falcon time/study hall</li> <li>• Students in K-6 will have various activities, library, additional PE, reading time etc.</li> </ul>
<b>Recess</b> <b>10:30-10:45</b>	
<b>Period 3</b> <b>10:45 - 11:15</b>	- 30 minute period
<b>Period 4</b> <b>11:15 - 11:45</b>	- 30 minute period
<b>Lunch Hour</b> <b>11:45 - 12:25</b>	
<b>Period 5</b> <b>12:25 - 1:05</b>	- Regular Schedule
<b>Period 6</b> <b>1:05- 1:45</b>	- Regular Schedule
<b>Recess</b> <b>1:45 - 2:00</b>	- Regular Schedule
<b>Period 7</b> <b>2:00 - 2:40</b>	- Regular Schedule
<b>Period 8</b> <b>2:40 - 3:20</b>	- Regular Schedule
<b>3:15/3:20</b>	Dismissal

■

■ **Leaving the School**

Students leaving the school during instructional time are expected to have permission in writing from their parents (unless picked up by parents) who will then sign them out at the office. Parents can also text the secretary to inform us a student will be away from school due to sickness, appointments, etc. The note must indicate the time the student is to be excused, and the time of return. Students are required to sign out at the school office, and give their note to the Secretary. Upon their return, the student needs to sign back in.

If personal leave from school is needed for any reason, especially for long durations, we ask that parents

inform the school, at least 3 days in advance, so that any necessary arrangements can be made with the teachers.

If a student will be away from the school, please phone the school at 403-867-3843 to let us know. If we have not received a phone call, text, note or email, we will call to check on the student who is absent.

### **Attendance**

The Board expects students to attend school regularly to benefit fully from the educational opportunities available in the schools.

1. Regular attendance is the responsibility of the parent and students.
2. Success at school can only be achieved by a student who attends classes regularly to complete assignments, to learn basic fundamentals, to apply theory and to gain practical experience. Regular attendance is critical to successful completion of the school year.
- 3. The following reasons shall only be considered as legitimate excuses for absences: illness and special or emergent circumstances.**
4. In all cases of absences, parents are asked to phone the school the morning the student is going to be away. A note certifying the specific reason for absence must be presented to the school when the student returns.
5. The Principal shall take appropriate action respecting inexcusable absences. Such action may include letters to and consultation with parents, and may result in an in school suspension up to five days.

At Foremost School, where there may be a reason for a particular concern about a student's absence, a call will be made to the parent or guardian.

#### **■ Late arrival**

**All students who arrive at school after 8:35am are required to sign in at the office and pick up a late slip.** We believe that students who are punctual get off to a better start and do not disrupt the learning of others when they enter a classroom late. Students who are consistently late will have to have a meeting with the Teacher/Principal and, if this is chronic, with the Principal, parents, and student to get the student back on track.

#### **Extra-curricular Participation Policy**

All students have access to participate in various extracurricular opportunities. However, at times the privilege of participating will be removed if there are academic, discipline or attendance concerns. The following guidelines will be followed:

##### **Academics**

If a student is failing, but putting forth appropriate effort (all assignments are complete, requesting/receiving extra help, etc.), the student will be permitted to continue participating. If a student is failing, but not putting forth appropriate effort, then the student will be put on probation for one week (progress monitored by teacher/coach/supervisor/ administration). During this probation, the student may remain on the team or club, but must demonstrate that they are completing missed work in an attempt to raise their grades to passing. After one week, follow-up will occur and if evidence is provided that appropriate effort is being put forth, the prohibition is lifted. If poor academic behavior continues, then the student will be suspended for one additional school week. After this period, a decision to reinstate or

remove the student from the team or club will be made by administration through consultation with teachers/coaches/supervisors. Coaches and supervisors need to confer with teachers regarding the performance of the team members, and teachers should notify coaches and/or supervisors of poor academic performance as soon as academic concerns are noted.

### **Behaviour**

Students will be suspended from participating in all extra-curricular activities for the following situations:

1. Any student on suspension will not be permitted to participate in curricular or extracurricular activities, field trips, etc. after school. The time frame will include a weekend if the suspension ends on a Friday.
2. Three referrals during the extra-curricular season will result in permanent removal from the team or club.
3. Extreme behaviour resulting in a suspension will result in a suspension from the extra-curricular activity as decided by administration.
4. Any student who has displayed extreme behaviour leading up to the commencement of the extra-curricular activity can be denied the privilege of trying out. This decision will be made by the administration.

### **Attendance**

All students involved in extracurricular activities must have a minimum of 80% attendance during the previous four weeks of school. Excusable absences are not part of the absence calculations. If the attendance is less than 80%, the following conditions will apply:

1. A student not maintaining an 80% attendance rate will be placed on probation for two weeks. The student may still participate during this probation. During the course of the probation, the student must bring his/her attendance up to 80% or higher. If this does not occur, the student will be permanently removed from the extra-curricular activity.
2. If a student is absent from any classes during the school day, he or she will not be permitted to participate in curricular or extracurricular activities, unless prior arrangements have been made with administration.

NOTE: No student can be placed on probation or removed from an extracurricular activity due to academic, behavioural, or attendance reasons without approval of administration.

### **Student Travel**

As a Foremost School student and/or athlete, students will be provided with the opportunity to travel to various schools or events within our school district and beyond.

**Below is a list of what is expected of every Foremost student on such trips.** If we meet these expectations, our travel will be safe, fun, and leave a positive impression of Foremost on other communities.

#### **Students are expected to:**

1. Ride to and from the sports venue on school approved transportation.
2. Follow proper rules for riding on the bus.
3. Behave as a proper guest in other schools/facilities.
4. Represent Foremost School with pride and diligence.

5. Return to the school - parents must give written permission for another parent to transport their child prior to the trip starting.

**Athletes are expected to:**

1. Demonstrate sportsmanship both on and off the court.
2. Respect officials and coaches.
3. Wear proper clothing and footwear for the sport.
4. Play their best, whether winning or losing.
5. Ensure that their coach/supervisor knows where they are at all times.

**Emergency Information**

Foremost School requires that an emergency address and telephone number, other than the home address and telephone number, be on file at the school. The information will only be used in the event of an emergency when parents cannot be reached. **If there is a change in this emergency information, please notify the school to update records.**

**Student Fee Schedule:**

Fees are due and payable, either at the school office or online at [schoolcashonline.com](http://schoolcashonline.com) prior to receipt of services unless arrangements are made with the school principal for alternative terms of payment.

Students who are enrolled in any CTF/CTS course (Shop, Home Ec, Agriculture ,Art, etc.) will be required to pay \$50 per student per CTF/CTS course. This cost helps supplement the purchase of additional materials students need such as wood, nails, cloth, paint etc. Please note: if students construct larger CTS/CTF projects, and material costs are above the fees set by the teacher, then the student is responsible for paying the difference in advance of undertaking the project. Students who are enrolled in extracurricular sports or activities will be required to pay per sport to help supplement any league fees, uniform fees, and tournaments. Please note that the amounts listed below **represent the maximum** that can be charged and do not necessarily reflect the cost for the current year.

	Maximum Cost		Maximum Cost
Baseball	\$50.00	K-12 Field trips	\$260
Sr Basketball - Boys & Girls	\$500.00	Swim/Skate	\$70
Sr Volleyball- Boys & Girls	\$500.00	Graduation	\$100
Jr Badminton	\$50.00	Rodeo Academy	\$750 per 10 weeks
Jr Basketball Boys & Girls	\$345.00	Sr Badminton	\$105.00
Jr Basketball Zones	\$105.00	Golf Team	200

Jr High Volleyball	\$315.00	Cross country/Track and Field	\$100
Jr High Volleyball Zones	\$105.00	CTS	\$50

### Online Payment Option

Parents that would like to pay school fees or make other purchases such as field trips, sports fees, etc. may do so online by registering at [schoolcashionline.com](http://schoolcashionline.com). Parents will be required to create an account, add their child (ren) to the account, and then select payment type. If you have any questions or require assistance, please call the school office.

### School Library

The school library is open for students between 8:35 and 3:20 pm, for all students, and from 12:05 to 12:25 Junior/senior high students on regular school days. Students must have permission from the librarian to be in the library other than during class time. It is important for students to remember that the library is a flexible, learner centred space for collaboration, inquiry, imagination and play as well as a quiet area for work and study.

### Library Guidelines

- a. most books are on a 1-week sign-out period
- b. encyclopaedias, reference texts, magazines, and vertical files must remain in the library at all times.
- c. all books must be checked out by the librarian or a supervising teacher.
- d. lost library books are the responsibility of the student and replacement costs will be assessed to the responsible student.

### Behavioural Expectations in the Library

In order to best maintain a positive, quiet, learning atmosphere, the following rules are in place:

- a. the overall atmosphere must be quiet and not disturbing to others.
- b. all magazines, encyclopaedias, and reference books should be returned to their proper places.
- c. chairs should be pushed in properly at the end of class.
- d. all garbage should be placed in waste basket
- e. no food or drink is allowed in the library
- f. students in the library must be working, studying, or reading. Students visiting the library at lunch or spares must be respectful of any classes using the space at the same time.

### Textbooks/Chromebooks

Textbooks and Chromebooks are signed out to the students from the library using each student's library number. Junior High students must return their textbooks at the end of the school year. Senior high students must return their textbooks at the end of each course. All outstanding replacements fees/materials must be cleared before new materials can be signed out.

Students, in grades 4 to 12, will each be issued a Chromebook. This small laptop connects online so students can work on projects, and do school related work. Please be advised that Prairie Rose School

Division, its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices. If the Chromebook is broken or damaged, we will ask our IT department to take a look at it. Students may be required to cover the cost depending on the specific circumstances. **Chromebooks are not to be used during lunch time in K-6.**

### **Bring Your Own Device**

Students in grade 3-12 are allowed to bring their own laptops or Chromebooks. Please be advised that students bringing personal electronic devices to school do so at their own risk. Prairie Rose School Division and its faculty/staff are NOT responsible for any damaged, missing, or stolen electronic devices. Any use or misuse of such devices will be the sole responsibility of the person who brought the item to the school initially – this includes all financial responsibility.

Students borrowing school owned devices from school libraries are responsible for repair costs or replacement costs if damaged or lost.

### **Lockers**

Locks and lockers are issued to students in grades 5-12 at the beginning of the year. Students are encouraged to keep their personal property in their locked locker. Students must realise that having a locker is a privilege, and it is their responsibility to keep it clean. Prairie Rose Policy (A203) states "school personnel may conduct a general inspection of lockers to determine cleanliness or state of repair without the student being present and without prior notice." Failure to comply with school rules may result in loss of the use of a locker. Students are strongly encouraged to use their locks.

### **JUNIOR HIGH PROGRAM**

Junior high students must be enrolled in the following required courses: English Language Arts, Mathematics, Science, Social Studies, Daily Physical Education, as well as Health & Life Skills. Our Junior High Options program will provide exposure and experiences to students in a number of areas. These optional courses **may include, but are not limited** to CTF (construction, computers, foods & fashion, and/or mechanics & fabrication), Rodeo/Equine, Environmental and Outdoor Education, Fine Arts (art, drama and/or music), Citizenship, Leadership, Fitness, Hockey Academy, Second Language and Agriculture.

### **SENIOR HIGH PROGRAM**

**Prior to entering grade 10, all students will talk with our Academic Advisor to develop a three-year High School plan.** This plan will be monitored and updated by the student and Academic Advisor on a regular basis throughout the student's high school career. The plan will follow the requirements for the Alberta High School Diploma as set out by Alberta Education. High school students are expected to have as full, rich, challenging and appropriate a program as possible. Grade 10 and 11 students must enrol in a full program. Grade 11 students taking a diploma course may take spares in the same semester they are taking the diploma course.

### **Reporting Student Progress**

At Foremost School, we view the reporting of student progress as being an ongoing process. Parents and teachers should feel welcome to contact each other at any time during the school year to review a student's achievement and progress. Parents are also encouraged to access the Powerschool Parent Portal to see student academic progress. Formal reports will be issued three times a year for students in K-8 and four times per year for students in grades 9-12. Two scheduled times are also set aside for Parent/Teacher Interviews.

### **Sr High Credits/promotion**

A minimum score of 50% is required to earn credit for any particular senior high course. A final mark which is below 50% indicates that the requirements for the course have not been met and no credit has been awarded. In the case of a required course, failure to earn credit means that the course must be repeated. In the case of an elective course, the student may choose whether or not to repeat the course. If a student repeats a course, the higher mark will be used in determining the student's Final Average.

### **Final Assessments**

All students in grade 7 - 9 shall write final assessments in core subjects (Language Arts, Math, Science and Social Studies). Students in grades 10-12 will write final assessments in all courses. Courses at the 30 level require students to write a Diploma exam. In this case, the Diploma will count as 30% of their course and the school mark will count as 70%. The blended mark will be available approximately two weeks after the semester ends, on the Alberta Education website. Students in grades 6 and 9 will be required to write a Provincial Achievement Test (PAT).

## **GRADUATION REQUIREMENTS**

To earn an Alberta High School Diploma, a student must earn a minimum of 100 credits as well as complete the following requirements:

- English 30-1 or 30-2
- Social Studies 30-1 or 30-2
- Mathematics - 10 credits in Math to a 20 level (Math 20-1, 20-2 or 20-3)
  - Science – 10 credits in Science to a 20 level (Science 24, Science 20, Biology 20, Chemistry 20 or Physics 20)
- Physical Education 10
- Career and Life Management (CALM)
- 10 credits in Career & Technology Studies (CTS), Fine Arts, Second Languages, or Physical Education 20/30
- 10 additional credits at the 30 level (excluding English and Social Studies)

### **CAREER AND ACADEMIC ADVISOR**

The Academic Advisor is available for scheduled or, if necessary, unscheduled visits to assist students in areas of concern and difficulty. These visits may involve academic concerns (e.g. program or courses, study skills, time management, etc.), or career and further educational planning. All high school students will meet to discuss their three year high school plan annually with the career and Academic Advisor.

### **Course Changes and Withdrawal**

Requests to change a class can occur within the first two weeks of a semester. A student must fill out a course change form and get both parental and academic advisor signatures to ensure they still meet graduation requirements. Course drops and changes after the two-week deadline will be considered on an individual case basis, and may require a meeting with the Academic Advisor and administration.

## **Foremost School Awards Program Grades 7-12**

Honour Roll and Honourable Mention:

Honour Roll will be calculated as an 80% average or better; for high school students, this pertains to dash one or dash two courses only taken in the calendar year. In order to be considered for the Honour Roll, you need to complete a minimum of four academic courses. These do not include Work Experience, Special Projects, RAP, Green Certificate, Distance Learning, CTS and challenged courses.

Honourable Mention will be calculated as a 75% - 79% average or better; for high school students, this pertains to dash one or dash two courses taken in the calendar year. In order to be considered for Honourable Mention, you need to complete a minimum of 4 academic courses. These do not include Work Experience, Special Projects, RAP, Green Certificate, Distance Learning, CTS and challenged courses

### **Academic Awards**

**Honour Roll** (80%+) and Honourable Mention (75% - 79%) for the entire year

Highest overall average in each grade (Grade 7 - 12)

**Governor General Award** – All grade 11 & 12 courses (not courses done in the student's 11<sup>th</sup> and 12<sup>th</sup> year).

**Jennings Awards** (Academic and Cultural) awarded to the most improved junior and senior high students

**Cultural awards** are given to students demonstrating a talent in a cultural or fine arts area (art, music, drama)

**Citizenship Awards** – as determined by staff. Awarded to junior and senior high students who show concern for others both inside and outside of the school (volunteer time outside school, coaching, student's Union, Grad, Athletic Club, etc.)

### **Rutherford Scholarship**

Named in honour of Alexander Rutherford, Alberta's first Premier and Minister of Education, the Alexander Rutherford Scholarship recognizes and rewards exceptional academic achievement in high school and encourages students to pursue post-secondary studies.

### **Valedictorian**

The Valedictorian is the graduate who has high academics, contributes to school and community, and is a good global citizen. Even though one valedictorian is traditionally selected to represent and give a speech to a graduating class, there could come a time when two students have similar academic achievement and are similar in all other criteria for the valedictorian. In this case, the position of valedictorian will be shared between the two. It is the school's final decision who will be the valedictorian and if the position will be awarded to two students. Valedictorian selection requirements can be found in the full version of the handbook.

**PRAIRIE ROSE SCHOOL DIVISION NO. 8 POLICY HANDBOOK**

**POLICY NO: T204 VOLUNTEER DRIVERS POLICY**

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

### **EXTRACURRICULAR TRANSPORTATION**

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

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

### **INCLEMENT WEATHER PRIOR TO THE START OF THE SCHOOL DAY**

#### **School Closures**

1. The decision to close a school for the day is the responsibility of the principal and / or the Director of Transportation.
  - a) The decision to close the school should be communicated to parents and staff by 6:30 a.m.
  - b) Notification of school closures will be provided to the Director of Communications and school bus drivers by the Director of Transportation.
  - c) Parents will be alerted via School Messenger (phone, text, email) that the school is closed. The message will be sent by the Director of Communications.

- d) The Director of Communications will update the School/Bus Cancellation page of the division website and advise the Executive Team and the media of school closures.
- e) The principal will ensure that all school based staff receive a communication of school closure.

2. Schools may remain open even though some buses may not be operating.

3. School closure decisions must align in Bow Island, Oyen and Redcliff. Therefore, principals must coordinate with other principals in their community, as well as the Director of Transportation.

4. The decision to close schools should take into consideration the following weather-related guidelines:

a) Actual (ambient) Temperature of -36°C or colder as reported by the Weather Network. Wind chill will not be considered when making decisions about school closures. The Director of Transportation will monitor temperatures throughout PRPS and may make the decision to not operate specific buses or to close a school(s). If the majority of busses for a school are shut down due to cold temperature, then generally the school will be closed for the day.

b) Severely reduced visibility (.2 km or less) Principals will consult with the Director of Transportation and bus drivers to assess this hazard and, if necessary, make a decision to close a school. Each individual bus driver can discontinue a route in progress and/or cancel bus operations for the day, if the lack of visibility creates a dangerous driving situation.

c) Current road conditions. Principals will consult with the Director of Transportation and bus drivers to assess this hazard and, if necessary, make a decision to close a school. Each individual bus driver can discontinue a route in progress and/or cancel bus operations for the day if road conditions create a dangerous driving situation. The Alberta 511 road report will be the data source utilized to assess road conditions.

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

## **Bus Cancellations**

1. Other than in the circumstance of extreme cold weather, as is indicated in section 4.a., bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route.

2. Principals are responsible to communicate any significant weather issues to the Director of Transportation throughout the school day.

3. Bus drivers/contractors shall notify their dispatch upon bus route cancellations. Independent contractors shall notify the School Principal and the Director of Transportation.

a) Contractor dispatch is responsible for notifying the Director of Transportation of any bus cancellations. The Director of Transportation will notify the principal of the cancelled route number(s).

b) The Director of Transportation will use School Messenger (phone, text, email) to alert parents of bus

cancellations.

c) The Director of Transportation will update the School/Bus Cancellation page of the division website.

d) The principal will communicate with the necessary school based staff if a bus route is cancelled

4. If buses return home before the end of the regular school day other than scheduled early dismissals, the driver must ensure students are able to enter and in the case of very young students, a responsible person is available to supervise them. The Directors of Transportation and Communications will work with principals to communicate with parents.

5. The responsibility and final decision to send children on the bus in the morning belongs to the parent(s), even if the buses are operating and the school is open. PRPS takes responsibility for the safety of students upon the point of boarding a school bus.

### **Student Responsibilities and Guidelines**

#### **A. STUDENTS' CODE OF CONDUCT - Prairie Rose Policy A305**

The Board believes students have rights within the schools but should not infringe upon the rights of others in the school.

1. The Board expects this code of conduct for students to be communicated to the students.
2. Students shall:
  - a. be diligent in pursuing their studies.
  - b. attend school regularly and punctually.
  - c. cooperate fully with everyone authorized by the Board to provide education programs and other services.
  - d. comply with the rules of the school and/or school bus.
  - e. account to their teachers for their conduct.
  - f. respect the rights of others.
  - g. be accountable for their guests' actions.
  - h. be dressed appropriately and in a manner which is not a health or safety hazard.
  - i. treat school property with due care and respect.
  - j. refrain from the use of alcohol or toxic substances, and smoking on school property or at school sponsored events.
  - k. refrain from the use of any substance in an abusive manner.
  - l. refrain from using profane language.
  - m. treat all persons with courtesy and respect.

### **Consequences for Unacceptable Behaviour and Conduct**

#### **Progressive Discipline Approach**

For a majority of classroom disruptions, teachers will use a systematic progressive discipline approach similar to the one noted below. For more serious offenses (see below), students will be referred directly to administration. Some of the possible steps a teacher may follow in dealing with student discipline may include, but are not limited to:

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Step 1- Initial warning (individual or whole-class) and/or discussion of the situation (one-on-one with the student or whole class)

Step 2- The student may be placed in a different seating arrangement, moved to another location in the classroom, removed from group or partner activities, a second warning, confiscation of a distractor, loss of a privilege, etc.

Step 3- The student may be placed on a short (5 minute) time out outside the classroom. After discussion with the teacher, the student must agree to change their behaviour before reentering the classroom

Step 4- The student may be sent to the office for the duration of the class period. **The teacher will complete a Log Entry in powerschool** when a student is removed from class, chooses to leave the class or is asked to leave. Parents will be notified via the discipline referral form.

**NOTE:** The following behaviors are more extreme and will be reported to administration immediately. These behaviours include but are not limited to:

- extreme defiance/disrespect towards school staff
- verbal abuse of or swearing at staff or students
- physical abuse of staff or students, i.e., fighting or hitting
- bullying
- sexually inappropriate behaviour
- vandalism
- theft
- being in the possession of or under the influence of drugs or alcohol either at school or a school sanctioned activity on or off the school campus
- smoking (including e-cigarettes), vaping or chewing tobacco in the school, on school property or during school related events
- being in the possession of a weapon
- making threats towards staff, students or the school

\*\*\*If a student behaves in the extreme, the normal process of moving through the discipline program will not occur. Instead, consultation between teaching staff and administration will determine the appropriate course of action. An out-of-school suspension or a recommendation for expulsion may occur along with other **restorative forms of justice**.

## CONSEQUENCES

The aim of this program is to improve the education delivered to students who want to learn by dealing effectively with students who do not. Where disciplinary action is needed, the following guidelines shall be used:

1. When the student's pattern of disruptive behavior is not improving using a progressive discipline approach or the student is removed for part or a whole class period, or the student displays extreme behaviour, the staff member will complete a log entry/referral to administration. When circumstances warrant, the administrator will assist the student in improving his/her behaviour through consultation with the teacher. If the student behavior does not improve as a result of the log entry/referral then the principal will continue to work with the student and parents to determine an appropriate corrective action which could include in-school suspension or in extreme cases expulsion.

### **Student Agendas and Study Habits**

Foremost School understands the importance of developing good study habits. We believe that the home plays a major role in this development. Homework is intended to provide opportunities to extend learning and to practice or reinforce concepts learned by reviewing work taken each day. To support students in the process of building on concepts and developing good study habits, we will be supplying all students in 1-12 with an agenda. We encourage parents to keep up to date with what their children are doing by checking their agenda on a daily basis.

### **Smoking/Vaping - Prairie Rose Policy A213**

The Division prohibits use of all tobacco products and vaping in or on all school facilities. Students found using/or in conspicuous possession of tobacco products shall be reported to the principal. The incident shall be recorded and the parent advised in writing. Professional staff shall provide programs during class designed to inform students about the health hazards of tobacco use and vaping.

### **Student Alcohol Use, Substance Abuse and Gambling - Prairie Rose Policy A211**

1. Schools shall emphasize preventative, age-appropriate initiatives which deal with the effects on the individual and on society of gambling and the possession, use and trafficking of alcohol, tobacco or other drugs.
2. Substance use and gambling prevention programs will be offered in the school in a coordinated, integrated and sequential manner. Programs will be based on the Alberta Education program of studies for Health and Life Skills Kindergarten to Grade Nine Guide to Implementation or Career and Life Management Guide to Implementation.
3. Principals shall ensure that staff, coaches, and volunteer supervisors are informed of their responsibilities under this policy.
4. A student who is suspected of being **under the influence** of alcohol, drugs (including but not limited to cannabis) or toxic substances while in attendance at school or a school sponsored activity shall be reported to the principal. The principal shall ensure the student is segregated from the rest of the student body and appropriate action taken to respond to the student's immediate safety and medical needs. Parents or guardians will be contacted and informed of the situation. If appropriate, parents or guardians will be asked to pick their child up from the school. If a parent or guardian is unavailable, a school employee will phone an emergency contact, RCMP or Children's Services.

5. All incidents of alcohol or substance **possession or use** shall be recorded and the parent shall be notified immediately. The Principal shall advise the parent and Superintendent, in writing, of the incident and actions taken and/or recommended. Disciplinary action shall include suspension and may include a recommendation to the Board that the student be expelled.
6. A student observed in the **act of providing** alcohol or drugs (including but not limited to cannabis) to another student shall be reported to the principal as soon as possible. The principal shall suspend the student and may recommend to the Board that the student be expelled. The incident shall be recorded and the parents and Superintendent shall be advised in writing of the incident and the actions taken and/or recommended.
7. Students whose behaviour during alcohol/drug related incidents become abusive or students who are repeat offenders under the policy shall be recommended to the Board for expulsion.
8. Principals will inform, annually and in writing, all students, parents and employees of the Division regarding policies and regulations on alcohol and drug (including but not limited to cannabis) use by students.
9. If a principal or teacher has reason to believe that a student is dealing with a substance use or gambling problem, the principal or teacher may:
  - a) refer the student to receive counseling and/or referral to AADAC
  - b) request parental involvement in the procedures
  - c) require that the student exhibit exemplary behaviour and effort at school
  - d) consider other appropriate action

### **Care of School Property**

The Board believes that students have to be responsible for their actions, and consequently will be held accountable for their acts resulting in vandalism and damage to school grounds and property. The policy states:

- Where a student is found responsible for damage to school property, the cost of repairing or replacing the damaged item will be charged to the student through his or her parents.
- Where the damage is incurred accidentally, the cost to the student shall be at the discretion of the principal.
- At the discretion of the principal and in conjunction with the student and his or her parents, arrangements may be made to allow the student to “work off” the cost of part or all of the damage. Where damages occur during an extracurricular activity, all members involved in the activity may be suspended from further participation in extracurricular programs.
- Where the principal determines the damage to be the result of willful intent, the student(s) may also be suspended from extra-curricular activities and/or school.

### **LOST AND FOUND**

Any articles found in and around the school premises should be turned in at the office. Students losing articles should check with the secretary in the office and the lost and found boxes. We encourage everyone to label his or her belongings. After notification in the newsletter, twice a year articles that are

left for an extended period of time are donated to charity. The school is not responsible for any lost and/or damaged items; this is solely the student's responsibility.

### **o STUDENT VEHICLES AT SCHOOL**

Students who need to use their vehicle must use it for business only and not for the purpose of "cruising". Students will park in the parking lot, not the fire lane, and will maintain a vehicle pathway around the school building and/or infrastructure. If a student drives to school, and the weather turns for the worse, the student must report to the office and get permission to leave before he/she can drive home. This is to ensure student safety on the road.

### **o STUDENTS' PERSONAL PROPERTY**

Every effort is made to encourage honesty and respect for private property. However, students are responsible for their own personal property at school. Please lock your valuables in your locker or leave them at home.

### **o NOON HOURS**

All students are to eat their lunches in their homerooms. Elementary and junior high students are to remain in their homerooms until 12:05. Students, particularly in the elementary grades, may stay longer to finish eating lunch. Students are expected to follow the instructions of the supervisor and to act in a quiet, orderly manner, respecting the rights of others. Students will be dismissed by the supervisor when the room is cleaned to satisfaction. Students may take disposable snacks outside to eat at the outside picnic table or the cement pad, provided they put their garbage in the trash cans.

Students may leave the school grounds during the lunch hour, provided they have a parent's written permission to do so. A form for leave will be issued at the beginning of the school year, for the duration of the school year. Otherwise, the student remains at school during lunch. If a student needs to leave, they must provide a note and present it to the secretary and the student must sign out.

Elementary students are required to go outside during recess and noon when they are not involved in the extra-curricular programs. On extremely cold days, arrangements will be made for students to remain inside. Please dress appropriately. Junior and senior high students are encouraged to go outside as well.

## **TRANSPORTATION PROCEDURES AND GUIDELINES FOR BUSING**

### **Prairie Rose Regional Division No. 8 School Bus Rules**

1. The driver is in full charge of the school bus at all times and students must obey him/her promptly.
2. The driver may assign a seat for which the student will be held responsible.
3. Students must be on time.
4. Conduct, which may divert the driver's attention, thus endangering the safe operation of the bus is prohibited.
5. There is to be no smoking or consumption of alcohol on any school bus.
6. Students must not litter the bus with paper or other rubbish and must not throw any articles out of the bus windows.
7. Students must not extend any part of their body out of the bus windows.

8. When entering or exiting the bus, students must do so in an orderly fashion and must observe the directions of the bus driver.
9. Students shall not bring objects onto the bus, which may cause injury to passengers, distract the driver, or cause damage to the vehicle.
10. Restitution must be made for wilful damage.
11. Abusive language on the bus is prohibited.
12. Students must remain seated while the bus is in motion.

▪ **Student Misconduct and Suspension of Bus Riding Privileges**

No student shall be removed off the bus on the way to or from school for reasons of misconduct. If misconduct occurs, the bus driver shall report it to the principal when they arrive at school.

At Foremost School the following consequences are adhered to:

1. A phone call is made to the parents involved and a written report made of the incident.
2. If a second infraction occurs during that school year the student will be asked to find alternative means of transportation for the next two school days. The Principal will report the incident to the Superintendent.
3. A third infraction will bring a 5-day bus suspension.
4. In the unlikely possibility that a fourth infraction occurs, the student will be immediately suspended from riding on the bus until a hearing can be held with the School Board. The Board will then decide on the length of suspension that will be served.

**Communication Device and Personal Electronics Guidelines**

Devices such as cell phones and iPods, can serve as valuable educational tools, however, we also recognize they can be potentially disruptive to the learning process. We recognize that these devices are becoming an increased reality in the lives of our students and that some families insist that they be allowed to bring them to school. As a staff, we are committed to working alongside your son/daughter to ensure that the use of personal electronic devices brought into the school reflect use similar to that in the workforce. For those students who do bring their phone or electronic device to school, they must follow the following policy:

***While involved in instruction, all students are prohibited from using personal technology devices unless approved by the teacher for instructional purposes and/or included in the student's instructional support plan (IPP). These devices are to be powered off and out of sight during this time. In both junior and senior high, students are permitted to appropriately use personal devices before or after school, during breaks, and non-instructional blocks. Cellphones are not permitted to be taken in or used in washrooms.***

***Students in Jk-6 are not permitted to have cell phones while at school. If they bring one they are to be kept in their backpack or given to their teacher (this includes lunch and recess time). Also, students in Jk-6 are not to be using chromebooks outside of scheduled class time.***

## **Prairie Rose Public Schools has provided all technology devices needed for learning.**

Students in violation of this policy will be disciplined in accordance with established procedures at Foremost School. If a student is using their personal communication device during class, teachers will ask that they be put away and/or be turned into the teacher and returned at the end of that class. Habitual use during class time may result in a student turning their device into the office and having it returned to them at the end of the school day. Subsequent offences may result in the device being turned into the office and require pick up by a parent or guardian. In the case of habitual violations, a decision to suspend the student may occur for not following policies and expectations as outlined by the school.

### **Use for Illegal Activities**

Students will not engage in activities with electronic devices that could result in invasion of privacy and/or harassment of any kind. No photos, video, or audio recordings will be taken of students or staff members without the subject's permission.

Students will not post to the internet images, video, or audio recordings of students or staff without the subject's permission.

The students will adhere to Canadian laws dealing with F.O.I.P. as they apply to the publishing of stills, video, and audio recordings.

### **Dress Code Policy**

This Policy is in compliance with PRSD School Dress Code A315 and cross-references the School Act Sections 12 and 31.

1. All students and staff will dress in a manner appropriate and respectful for a public school setting. Extremes in clothing should be avoided and should not be offensive in any manner.(A315)

Students and staff at Foremost School are expected to project their appearance and dress to a standard that is appropriate for the educational environment of the school and for making a smooth transition to the workplace.

Clothing should meet safety standards and be appropriate for physical activity.

- Dress should be clean, neat and not include profane gestures, inappropriate language or advertising of alcohol or illegal substances.
  - Logos, pictures or words should not promote drinking, sex, drugs, profanity or any other subjects inappropriate for a public school setting.
  - Clothing must cover undergarments at all times.
  - See-through clothing is not allowed.
  - Midriffs, cleavage and buttocks should be covered.
  - Hoods and sunglasses are to be removed indoors. (Students with an IPP requiring sunglasses to be worn in class will be exempted.)
2. Hats are allowed to be worn into the school and in the hallways during the regular school day. It is at the classroom teacher's discretion that hats are worn in a classroom, gym, computer lab, or in the library during the regular school day.

### **Animals on School Property**

3As Foremost school is located in an agricultural society, we respect that students want to bring animals to school for show and tell. We are also aware that staff and students might be allergic to certain animals and so before an animal is brought to school, a request to do so must be submitted in writing to the principal 2 weeks prior, and a written confirmation of approval from the principal received. When paperwork is approved, the students are to keep a safe distance and at no time are permitted to touch the animal. Any damages, liability, and clean up are the sole responsibility of the owner.

### **Skateboards, Roller blades, Scooters & Bikes**

Skateboards, roller blades and bikes are not to be used on school property during school hours. Students under the age of 18 must wear a helmet when riding a bike to school. The use of proper safety equipment is strongly encouraged when using skateboards and rollerblades outside of these hours.