



Prairie Mennonite Alternative School

Student & Parent Handbook 2025-2026



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Principal's Message

Prairie Mennonite Alternative School (PMAS) is proud to be a member of Prairie Rose Public Schools. With a growing population of 73 students enrolled in the K to 9 day program and 4 students enrolled in

our Grade 10 to 12 night school, we are proud to offer a high quality education where students will gain the skills and confidence to succeed at a post-secondary institution and to become a valued member of society.

Our selection of academic and elective courses provides our students with a well-rounded experience. Students at Prairie Mennonite Alternative School are expected to participate in all Provincial Achievement Tests, in both Grades 6 and 9 and to successfully complete courses at the High School level in Fine Arts, Humanities, Mathematics and the Sciences, in order to achieve graduation status. A strong literacy and numeracy base is essential for high school graduation, and is required to obtain better job options when entering the workforce or enrolling at a university or college.

Students at PMAS are expected to develop self-discipline and are expected to take responsibility for their learning and their own personal conduct. We expect our students to become ambassadors for the school during all school-sponsored activities; and our students are expected to exhibit the characteristics of a good global citizen including being friendly, honest, and ethical.

Students must take advantage of the extra supports that the school offers. Our professional staff are available to help you overcome any barriers that you experience at school, both in your personal and academic learning, but it is the student's responsibility to seek this help. If you are having difficulty in a course, it is highly advised that you talk with your teacher; our supportive staff will work with you to help you overcome any learning barrier and help you succeed in your courses.

Parents, open communication is the key to a student's success. If there are any issues that will impact a student's learning and/or well-being, please let the teachers of that student know. We will work hard to provide additional support and guidance through any difficult times the student is having.

As a parent, you are vital to the education and level of success that your son or daughter has at PMAS. Both parents and students should notice an increase in homework as a student progresses to the next grade. Homework helps reinforce what is being taught in school, but it also helps build responsibility, a strong work ethic, and a better understanding of what is being taught. This will enable a student to succeed in a work environment, at a post-secondary institution, and in life.

We are pleased to have you entrust your son or daughter's education to the professional staff at Prairie Mennonite Alternative School.

S. Moreton, Principal

Primary Goal

It is important for students, parents, and teachers to keep sight of our main purpose: to support German language learning and Mennonite customs and culture as we work to improve the literacy and numeracy proficiency of English Language Learners at Prairie Mennonite Alternative School.

Current School Goals

Literacy: All Prairie Rose Students will demonstrate growth in their ability to use literacy strategies to extract information and apply and share their learning in a variety of contexts.

German Goal: Students will express their knowledge and understanding of German Catechism in German opening as well as in German classes leveled per grade.

Deeper Learning: PMAS definition of Deeper learning is to connect students with learning through hands-on exploration and promote inquiry as we apply what we already know with what we are learning to make sense of our world and where we fit in.

Inspiring Possibilities: Exposing students to opportunities and experiences such as career exploration ideas/ trade shows and workshops at the college, museums, and guest speakers to help our students experience learning through different contexts. These experiences will also be used to broaden our students' point of view that they will incorporate into their writing.

Promote higher education goal: Students will be taught the value of education and that there are benefits to obtaining an education higher than Grade 9.

1. School Organization

A. Admission to School: Kindergarten and Grade 1

Children with special needs may be eligible for early entry. Children who have reached the full age of five years, on or before the last day of December in the year following school opening, may be admitted to Kindergarten. Children who have reached the full age of six years on or before the last day of December in the year following school opening, may be admitted to Grade 1 (Prairie Rose Policy A101).

B. Emergency Information

Prairie Mennonite Alternative 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.**

C. School Fees:

As the Alberta government has stipulated that parents will not be charged school fees, Prairie Mennonite Alternative School will not be requiring students to pay any fees for textbooks or photocopying. All students are still required to pay the \$50 German fee and to purchase and bring the school supplies required per grade, as outlined on the Prairie Mennonite Alternative School website (<https://praiiemennonite.myprps.com>). Students in Grades 4 to 12 only will also be required to pay the Division's \$30 technology fee for Chromebook use. Please note: all textbooks are supplied by the school with the assigned textbooks becoming the responsibility of each student. If a book is damaged beyond normal wear, or is lost, the student will be assessed a replacement cost of the book.

Students who are enrolled in any CTF/CTS course (Shop, Home Ec, or Art) will also be required to pay \$50 per student per CTF 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.

Parents may be required to pay for fieldtrips and extra-curricular activities throughout the year, the cost of which will be dependent on the venue, duration, and distance of the activity. As always, the school will do everything we can to minimize the costs for parents.

Please note: You are able to pay any fees, whether for CTF/CTS courses, Extra-Curricular, Fieldtrips or Special Projects through the secretary. In either case, a school receipt will be issued.

Also, in order to provide a high quality education to our students, student fees for course materials in Art, Home Ec, Shop, etc. will be collected so that the resources are available for the student to use. Though we highly encourage parents to pay for these resources up front, we do recognize that some cannot. If this is the case, please talk with the Principal to put a plan in place.

Students with an outstanding balance will have an invoice sent home at the end of each semester.

Chromebooks:

Students in grades 4 and up will have access to chromebooks while at school. Students who want to take the chromebook home can sign it out with our librarian. The chromebook needs to be returned in good

condition – no stickers or surface damage- and with the cord, otherwise the student will be charged \$400 to replace a Chromebook and/or \$50 to replace the cord. We will try to repair any defective chromebook at the Division office to try and save students money before they get charged to replace.

D. The School Day and Attendance Expectations:

Period		
	8:55-9:00	Arrival
0	9:00-9:30	German Opening
1	9:30 - 10:10	
	10:10-10:25	Recess/Snack
2	10:25-11:05	
3	11:05-11:45	
	11:45-12:25	Lunch
4	12:25 – 1:05	
5	1:05 – 1:45	
	1:45 – 2:00	Recess/Snack
6	2:00 – 2:40	
7	2:40 – 3:20	
	3:20 – 3:30	Homeroom & Dismissal

School starts at 9:00 am and finishes at 3:42 pm, Monday to Friday. The doors to Prairie Mennonite Alternative School will not be opened until 8:30 (thirty minutes before school starts as per Prairie Rose School Division Policy A301). Once the doors are opened, students will be allowed into the Boot Room until 8:50 when they will then be allowed to go to their classrooms. As we do not have supervisors available, we ask that you do not send your students prior to 8:50 - for their safety. In the event of an emergency, come to the front doors and ring the bell or knock, a staff member will help you. Morning supervision, on the playground, runs from 8:45 – 8:50.

Students will remain at school for the duration of the lunch break, from 11:45 – 12:25.

If personal leave from school is needed for any reason, especially for long durations ~ such as a trip abroad ~ parents must inform the school and we will inform each teacher. At parent request,

arrangements can be made for any work that would be missed. If this is the case, please ask the office to coordinate with teachers at least 3 days in advance, so that arrangements can be made for work missed. This way the student won't be too far behind when he/she returns.

If a student will be away from the school, please phone the school at (403) 526-3426 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.

For further information regarding attendance, please see Prairie Rose Policy A304.

II. School Services

A. Academic Achievement (Policy A102)

Prairie Mennonite Alternative School offers a full program that places a strong emphasis on academic achievement in the core subjects at all levels. Student attendance is extremely important as it directly impacts student performance. Please refer to Prairie Rose School Division Policy A102.

B. Special Education

A special education program is offered for grades 1 - 12. Teachers work together to identify students with special needs, and to develop individual programs for them. An Individual Program Plan (IPP) is written for each special education student and each program is developed with the participation of the student's parents and/or a guardian, who must approve the program prior to implementation.

C. Early Childhood Education

Prairie Mennonite Alternative School offers a halftime Kindergarten program, that runs two full days in semester one and three full days in semester two, where children learn through purposeful play. Through self-initiated and structured hands-on experiences with a variety of means and materials, children form the basis for future abstract learning. "Through organized activities and purposeful play, children explore and experiment with their environment." (Alberta Education, 2008). Our Kindergarten program is committed to the philosophy and goals of Alberta Education as set out in the Kindergarten Program Statement (2008). Our program's goal is to develop the whole child: socially, emotionally, physically, intellectually and creatively.

D. Physical Education

Physical activity is very important for good learning, and is beneficial in encouraging a healthy lifestyle; therefore, an emphasis is placed on physical activity at Prairie Mennonite Alternative School. Students in grades one through nine participate in Phys. Ed. five periods a week. All students are required to wear clean non-marking runners and comfortable clothes to fully participate in Phys. Ed. Activities.

E. School Library

The school library is open for students between 9:00 and 3:30 p.m. 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 centered space for collaboration, inquiry, imagination and play as well as a quiet area for work and study.

As a staff, we have vetted the books in our library with our Mennonite Liaison, so the content of the

books should be suitable to be read by our Mennonite student population. If there is a book or topic that seems inappropriate, please contact the principal. Inappropriate books will be removed, but if a book is deemed suitable for the school, but unsuitable for a specific family, we will do our best so that the student doesn't check that type of book out in the future. Parents should have a conversation with their kids about which types of books are suitable for them to sign out and which aren't prior to signing out any library books.

Library Guidelines:

- a. most books are on a 1-week sign-out period
- b. all books must be checked out by the librarian or a supervising teacher.
- c. lost library books are the responsibility of the student and replacement costs will be assessed to the responsible student.

Behavioral Expectations in the Library:

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

- a. overall atmosphere must be quiet and not disturbing to others.
- b. chairs should be pushed in properly at the end of class.
- c. all garbage should be placed in waste basket
- d. no food or drink is allowed in the library
- e. 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.

The School Library is an important asset for teachers and students. It incorporates the library collection, from which students can choose from a vast selection of books to read and borrow at their reading level. The school Librarian is an amazing resource and will help students find books related to student interests and help find materials and resources students may need for a school project.

F. Digital Devices

At the request of parents, students in Kindergarten to grade 3 will only have access to digital devices for testing purposes.

G. Chrome Books/Bring Your Own Device

Students who use their devices in an inappropriate manner will have their access to technology and online resources limited.

Chromebooks:

Students in grades 4 and up will have access to chromebooks while at school. Students who want to take the chromebook home can sign it out with our librarian. The chromebook needs to be returned in good condition – no stickers or surface damage- and with the cord, otherwise the student will be charged \$400 to replace a Chromebook and \$50 to replace the cord. We will try to repair any defective chromebook at the Division office to try and save students money before they get charged to replace.

Expectations:

Students who take their Chromebook home should come to school with their Chromebook fully charged and ready for the day's work.

Bring Your Own Device:

Students at the Junior high and High school levels 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.

Please be advised that students who bring their own device will still be charged a \$35 Divisional licensing fee per year.

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

H. Student Wellness Counsellor

The Student Wellness Counsellor is at Prairie Mennonite Alternative School once every two weeks throughout the year. Our School Liaison Worker is a Social Worker who provides:

- Supportive counseling for individuals/families who are experiencing difficulties
- home visits to assess problems and seek solutions
- information for families about the agencies available to help
- liaison with school and other agencies in a coordinated effort with families to overcome obstacles.

I. Communications:

School Newsletter

The School Newsletter is produced once a month, and copies will be sent home with the oldest sibling as well as being posted on our school's website. The newsletter contains next month's calendar of important events and activities that are happening at the school.

Prairie Mennonite Alternative School is always willing to help our community and any non-profit community groups are welcome to submit ads to the school, by noon on the last Tuesday of the month, to be included in our newsletter for free.

School Messenger

Prairie Mennonite Alternative School frequently sends out a call out informing parents of important information, times and dates. You will receive a phone call between 5:00 and 6:30 pm weekdays if a call out is scheduled.

If you have any questions or concerns please contact the school secretary at (403) 526-3426.

J. Setting up an appointment with teacher or principal

Please phone the school at (403) 526-3426 to set up an appointment to meet a teacher or the principal at a mutually convenient time.

K. Administration of Medication at School

The Board recognizes that under exceptional circumstances, a child will be required to take prescribed oral medication during school hours, and that the child's parent might be unable to administer the medication at home. Under such circumstances, the principal or principals designate may administer the prescribed medication. Prairie Rose Policy A206 states that the Authorization to Administer Medication form must also be filled out and handed in prior to any medication being administered. The parent/guardian can fill out this form at the beginning of each school year, but permission will terminate at the end of the school year or before if a parent or doctor's note directs. Non-prescription medication (i.e. Tylenol) will not be administered unless the parent gives written permission (a text or email will be accepted) as stated in Prairie Rose Policy (A206).

L. Injury at School

Minor injuries are usually dealt with by capable school staff. If an injury is serious or suspected of being serious, every attempt will be made to notify the parents or relative. If this fails, and medical attention is required, an ambulance will be called to the school to bring the student to the hospital.

M. Sick Room

Students who are ill will be given water or a snack if they want and if they still don't feel well their parents will be contacted to pick them up. Students with covid symptoms will be removed from class and placed in the sick room to wait, with their masks on, for their parents to pick them up. Students are asked to inform his/her teacher and/or the secretary if they are not feeling well so attention can be provided.

N. Reporting Student Progress

At Prairie Mennonite Alternative 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. Formal reports will be issued three times a year for all students and two scheduled times are set aside for students, parents and teachers to meet after each reporting period. If these dates are not convenient, please contact the teacher to arrange a mutually convenient time to meet. Our approximate dates for Reporting Periods and Parent/Teacher Interviews are as follows:

Middle of October – Phone call home for any students 55% or below

November 26 – First Report Cards Grade 1 – 12

November 29 – Parent Teacher Interviews

November 30 – Parent Teacher Interviews

March 14 – Report Cards – Grade 1 – 12

March 18 – Parent/Teacher Interviews

May – Exhibition of Learning – TBD

June 26 – Final Report Cards – Grade 1 – 12

O. Final Examinations

All students in grade 7 - 9 shall write final examinations in core subjects (Language Arts, Math, Science and Social Studies). In Grades 6 & 9, students will be required to write a Provincial Achievement Test

(PAT). It is at the teacher's discretion whether this assessment will be incorporated into the student's final mark. Any student who is absent for a scheduled test/exam, in any subject, will be permitted to write it at a later date if a medical note is presented to the principal prior to exam commencement. Students who miss a Provincial Achievement Test (PAT) will not have a chance to write the test at a later date.

P. Marks, Credits and Graduation Requirements

Grade reporting for Kindergarten

Students in Kindergarten – Teacher anecdotal report card focusing on curriculum, social skills, and global citizenship.

Grades 1 to Grade 3 – Teacher will provide a score of 1 to 4 with a comment and indicating areas the students is doing well as well any areas the student needs to focus on to become more successful at school.

- 1 Not Yet able to
- 2 Progressing
- 3 Average
- 4 Above Average

Work Habits:

Students' work habits are also reported using number grades. The work habits number measures student behavior in class, including attitudes, work habits and effort. The reporting scheme is as follows:

- 1 Not Yet able to
- 2 Progressing
- 3 Average
- 4 Above Average

Grade reporting for 4 - 9

Marks for Grades 4 to 9 are reported in percentages and will be accompanied by a teacher comment that will indicate what the student is doing well, as well as areas the student can focus on to improve their mark for the next reporting process.

Grade reporting for 10 to 12 (RMAP School)

A minimum score of 50% is required to earn credit for any particular 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 GPA.

The Alberta curriculum uses a percent grade for all high school courses. The following is a reference for our parents only.

- A 80-100%
- B 65-79%
- C 55-64%

F <49%

IP In Progress (Student has not completed enough work for a proper evaluation and/or is in danger of failing the subject)

Earning Credits and Reporting Periods

Each course carries a set of learning outcomes, which are required or approved by the Alberta Ministry of Education. Students are expected to demonstrate mastery of all learning outcomes in order to pass - and thereby earn credit for a particular course. Teachers design tests and other assignments intended to show not only the overall achievement in learning, but also the specific places where the student has attained mastery or needs improvement.

Q. Lunch time Extra-Curricular Activities

School life is as interesting and rewarding as the students are prepared to make it. Participation in extra-curricular activities helps students to feel part of the school. School activities also help students to develop leadership potential, sharpen organizational skills and learn responsibility while enjoying time with others. If you have an awesome idea for a club or an activity, please talk with a teacher, EA, or the admin team about supervising the club and/or arranging for facilities and equipment use.

R. Inclement Weather

Prairie Rose School Division Inclement Weather and Impassable Roads Policy number T201 states:

Inclement Weather Prior to Commencement of the School Day

School Closures

1. The decision to close a school for the day is the responsibility of the Superintendent.
 - a) The decision to close the school should be communicated to parents by 6:30 a.m by Division office.
 - b) Even though a school is closed, staff will be at the school to ensure all students are safe.
2. Schools may remain open even though buses may not be operating.

The decision to close schools or cancel school bus operations should take into consideration the following weather related factors:

- a) A straight temperature of -36 C (ambient temperature) or colder at 6:30 a.m. on the Weather Network website.
- b) Severely reduced visibility (.2 km or less)
- c) A combination of weather and/or road conditions that make bus operation unsafe.

Bus Cancellations:

Bus drivers are expected to use their own discretion in deciding whether or not to operate their bus route. When a route is cancelled, the driver shall notify the Divisional Transport office. The Communications Coordinator will use School Messenger (phone, text, email) to alert parents of bus cancellations and update the Division website. Students should be dressed appropriately, just in case a bus breaks down on route.

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 their homes; and in the case of very young students, that a responsible person is available to supervise them.

The final decision to send children on the bus is that of the parents, even if the buses are operating and the school is open.

Exams and Inclement Weather:

In the event of bus cancellations during diploma exams, the school will remain open for those students who are able to reach the school to write the test. If a student is unable to reach the school to write an exam, a parent must contact the Principal who will decide on a case-by-case basis whether an exemption will be allowed. The following options may occur:

a) If the student is late getting to the exam, the starting time may be delayed for up to one hour. This late privilege would only be granted by the Principal if there are extenuating circumstances beyond the control of the student. The student would then receive the full amount of time allowed for completion of the exam.

b) The student may write the exam at an alternate date: in January, April, June or August.

If a missed diploma exam is in Math or one of the Sciences, the student must write both Parts A and B, even if one part of the exam was written in the January writing. If the exam is in English or Social Studies, the student may write only the part that was missed in January.

c) If a student is exempted from an exam, the student's transcripts will indicate that a Diploma exam was not written. If the student is exempted for either of the parts, the teacher-awarded mark will be assigned for the exempted part. If both parts are missed, 100% of the final mark will be the teacher-awarded mark.

III. 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. co-operate fully with everyone authorized by the Board to provided 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.

Prairie Mennonite Alternative School supports the endeavours of staff, students, parents and the community to ensure positive student behaviour and conduct. In addition, the school expects students to recognize their responsibility in developing self-discipline.

We believe that the most desirable form of discipline is self-control, in which the individual student monitors personal behaviour to deal respectfully with others. Students will be encouraged to do their best, help others to do the same, and display appropriate school conduct.

Consequences for Unacceptable Behaviour and Conduct

The classroom teacher shall provide each student with clear expectations for acceptable school and classroom behavior. Every incident of unacceptable behavior or conduct should be met with logical, fair, and natural consequences. These are referred to as Tier 1 incidents on the Discipline Pyramid.

Things that are deemed to be Tier 2 incidents will then be moved on to the restorative discipline program through the principal's office.

Restorative discipline is a new way of looking at discipline that focuses on repairing the harm done to people and relationships rather than on punishing offenders.

Restorative discipline acknowledges that incidents cause injury to people and communities. These injuries may include physical, emotional or financial damages. It insists that discipline measures be based on repairing those injuries and that all parties be permitted to participate in that process.

Restorative discipline programs emphasize empowering the victim and/or community by focusing on the incident rather than the offender. The offender and affected members of the community will be directly involved in responding to the incident, therefore, the focus is put on rebuilding that trust in the offender. This way relationships are built upon, rather than destroyed.

Procedures for Dealing with Unacceptable Behaviour

The first step in dealing with an incident of unacceptable behaviour shall be a discussion between the staff member and the student to review the student's actions and the relevant consequence(s). The staff member involved will document all serious incidents. If the child is served by an Educational Assistant (EA), the EA should also be involved in this discussion. One or more of the following actions shall be initiated by the teacher:

- issue a warning
- loss of privileges
- telephone parents
- meet with the principal or vice-principal
- meet with the counsellor
- meet with parents
- detention or time out (supervised by the teacher)
- any other reasonable disciplinary action

A student should be referred to the Principal when:

1. despite several attempts by the teacher to encourage appropriate behaviour a student continues to disrupt the instruction and learning of others;
2. The student's immediate action(s) endanger(s) the safety and/or well-being of other students and staff; ie: extremely violent behaviour, open defiance of authority.

The Principal will seek clarification of the student's actions, the teacher's intervention strategies, and any additional relevant information and/or documentation.

Administrative Referral Process

Students' best interests are always paramount at Prairie Mennonite Alternative School, therefore when a student is referred to the administration he/she shall be treated with fairness, respect, and dignity. Keeping this in mind, when a student is first referred to the administration, the administrator will endeavour to resolve the situation in the hopes of correcting the inappropriate behaviour. Should problems persist and further referrals be necessary, the administrator may find it necessary to use a different form of correction such as contacting parents, in-school suspension, out-of-school suspension, and in extreme cases referral for expulsion. Depending on the circumstances, any of the above consequences may be employed in the hope of deterring future inappropriate behaviour. An immediate referral to the office is warranted if any of the actions outlined below occurs.

1. Fighting, physical abuse, violence, assault and threats to student and staff safety including possession of weapons
2. Open opposition to authority/willful disobedience
3. Use of improper or profane language (or gestures)
4. Truancy from class or leaving school grounds without permission
5. Defacing or damaging school property/stealing
6. Possession and/or use of prohibited drugs and/or alcohol

Suspension from school is appropriate for any of the above major incidents. The maximum period of suspension specified by the School Act (19) is five school days. Before a suspended student can return to classes, a meeting with the student, his/her parent(s) and the Principal will be held to discuss the incident and to plan appropriately for changes to the student's behaviour and conduct.

The Principal may invite the police to investigate and lay charges wherever possible if the Principal suspects that a student is guilty of assault, theft, break and enter into the school, possession of drugs or alcohol or vandalism while on school premises. As specified by the School Act (11), the parent(s) and student are liable for all damage to all school property.

The Principal may recommend to the Superintendent of Schools that the student be expelled from further attendance at Prairie Mennonite Alternative School, as specified by the School Act (19):

19. (1.1) *a student may be suspended or expelled*
 - (a) *if in the opinion of the teacher, the principal or the board, as the case may be, the conduct of the student does not comply with section 7 of the School Act, or,*
 - (b) *for any other reason the teacher, the principal or the board, as the case may be, considers appropriate.*

1. B. 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.

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 Prairie Mennonite Alternative 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.

1. Late arrival

Students should be on time for class. If you are going to be late please phone and inform our secretary.

2. Missed work

Individual teachers will determine how missed work and/or tests will be made up. The student is responsible to contact his/her teachers for any and all missed work. It would be best to contact your teachers 3 days prior to leaving, especially for a long duration, so they can put a plan in place so you don't fall behind.

3. Leaving the School

Students leaving the school need to be signed out by their parents or have written permission to leave the building. Parents should also call the secretary to inform us if a student will be away from school due to sickness, appointments, etc. Upon their return, the student needs to sign back in. Absence from school without permission is viewed as a serious breach of responsible conduct and will be dealt with appropriately.

C. STUDENT DISCIPLINE

At Prairie Mennonite Alternative School we believe that school is a place for everyone to learn and that we all can learn from our mistakes. As such, restorative discipline is the cornerstone of which our school is built as it prioritizes fixing the relationship or what was broken to resolve conflicts within the school. Our supervising staff will work with students to help them correct any inappropriate behaviour in class or during recess, and if there is a persistent or serious issue the principal will be asked to intervene.

Even though behavioural issues will be dealt with on an individual basis, our staff prides ourselves on working with students, teachers, and families involved in overcoming issues here at school.

D. STUDY HABITS/HOMEWORK

Prairie Mennonite Alternative 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 complete daily assignments that were not completed in class, complete additional assignments designed to extend learning, and to reinforce concepts learned by reviewing work taken each day. Students who complete their homework generally do much better on tests and quizzes and normally achieve a higher mark in their respective classes.

E. HEALTHY SCHOOLS INITIATIVE

As part of our Healthy Schools Initiative we encourage all students and staff to bring healthy food and snacks to school. Please do not bring pop, chocolate bars, or cakes with a lot of sugar, but chips, fruit, granola bars, and other healthy snacks are allowed.

F. 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 extra-curricular activity, all members involved in the activity may be suspended from further participation in extra-curricular 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.

2. G. USE OF CELLPHONES AND THE SCHOOL TELEPHONE

Students of Prairie Mennonite Alternative School can request to use the office phone to phone their parents. Likewise, parents can phone the office to get in touch with their child during the day. Cellphones and Smart Watches that can communicate or access the internet are not to be used at school or on the bus.

H. 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 check the lost and found box at the door. 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.

I. STUDENT VEHICLES AT SCHOOL (RMAP)

Students who drive to school will park in the designated parking lot or along the chain link fence.

3. J. GYM REGULATIONS

When playing in the gym, only clean, non-marking runners will be allowed. It is everyone's responsibility to treat all equipment with respect. Food and beverages are **not** allowed in the gym, please help us keep our gym clean.

4. K. 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 and on the school bus. The school and our staff will not be responsible if something is lost, damaged, or broken.

5. L. LUNCH TIME

All students are to eat their lunches in their homerooms. Students in grades K to 3 will have a senior student microwave their food if needed. Students in grades 4 and up will have access to a microwave and will be able to microwave their own food after which they will wipe down the handle and buttons to ensure it is safe for the next student to use.

All students are required to go outside during recesses and noon break when they are not involved in extra-curricular programs. On extremely cold days, arrangements will be made for students to remain inside. Please dress appropriately.

6. M. FIRE DRILL REGULATIONS

Several fire drills are held each year, and every student is well versed in the drill procedure and exit route from the school building. Students are reminded to follow these instructions quickly and quietly. Students should always assume that when the fire bell rings it is because of a real fire, and is not merely a drill.

7. N. LOCKDOWN PROCEDURES

When students hear that the school is in lock down, they go to the closest classroom, lock the door, and hide, away from any windows with the lights off. The school conducts two Lockdown drills per year to ensure this drill runs smoothly.

O. BUS EVACUATIONS:

Several bus drills are held each year, and every student is well versed in the drill procedure and exit route from the front and rear exits. Students are reminded to follow these instructions quickly and quietly; and for the older students to help the younger ones to ensure the safety of all.

8. P. TRANSPORTATION PROCEDURES AND GUIDELINES FOR BUSING

FROM THE PRAIRIE ROSE DIVISION # 8 HANDBOOK

1. *Operation and Care of Bus*

Bus drivers are responsible for the general efficient operation of school buses and the safe conveyance of bus students to and from school. Buses are to be kept in a clean and sanitary condition at all times.

2. *Unregistered Passengers*

Bus drivers must obtain written approval from the principal or his designate before allowing unauthorized students to ride on the bus. (The principal requires a note from parents before permission will be granted.)

3. *Authority*

During the time they are in the bus, students are under the authority of the bus driver. However, the driver shall report any problems to the principal.

4. *Rules for Bus Students*

Bus drivers, in consultation with the school principal, shall enforce the rules for bus students. The Division will develop the general rules for bus conduct and a copy of the rules shall be posted in each bus.

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.

1. 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 Prairie Mennonite Alternative 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.

Q. LANGUAGE SUPPORT

Prairie Mennonite Alternative School's staff, teachers, and CST worker work diligently to structure our ELL learners for success.

R. DRESS CODE POLICY

This Policy is in compliance of 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 Prairie Mennonite Alternative School are expected to project in their appearance and dress 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 after a medical note has been provided)
2. Hats are allowed to be worn outside, but must be removed when entering the building.
 3. When an occasion arises where a staff or student's clothing does not meet the required criteria the school shall address the situation in as sensitive a manner as possible to ensure respect for the staff or student.
 4. The school principal, as authorised by the school board, (A315) shall deal with inappropriate clothing, when it becomes apparent that staff or student has ignored the initial reminders regarding what is appropriate for a public school setting.

PARENT INFORMATION

A. PARENT/COMMUNITY INVOLVEMENT

Prairie Mennonite Alternative School's staff recognizes the significant role parents and the community play in the education of our children. Communication efforts include this School Handbook, calendars that go out at the beginning of each school year, monthly newsletters, our annual "Meet the Teacher Night", two formal student/parent/teacher interviews, monthly School Council Meetings held every two months, and through several special events held throughout the year. As well, our involvement with various community businesses and agencies (through our various field trips and guest speakers) enhances the quality education that we offer our students here at Prairie Mennonite Alternative School.

B. SCHOOL VOLUNTEERS - Prairie Rose Policy #J200

The Board recognizes that volunteers can make valuable contributions to our schools. The Board endorses a volunteer program in Divisional schools. Volunteers can provide significant services to students by supplementing the work of paid professionals and support staff, but are not substitutes for paid staff. Typical assignments include supplemental instruction as determined by the classroom teacher, and supervision of student activities. The principal must approve volunteers before the volunteers are allowed to work in the school. School volunteers wishing to drive students for fieldtrips and/or sporting events must submit a driver's abstract, proof of liability insurance, and driver's license to the Principal two weeks prior to departure. This will be collected in September and will be used for the year. Anyone whose license is suspended or who accumulates demerits needs to report this to the Principal and will not be allowed to volunteer to drive students until the minimum requirements are met.

C. SCHOOL VISITORS – Prairie Rose Policy # J210

The Board encourages parents to visit the school at any time during the year.

1. In accordance with the School Act, a parent shall make an appointment with the teacher or principal in advance of any visit to a classroom during instruction time.
2. If the teacher or principal feels that a visit is detrimental to the welfare of the student, the class, or the school, then the appointment may be refused.
3. In the event that an appointment is refused, an appeal may be made to the Superintendent.

D. SCHOOL VISITORS DURING COVID

1. All visitors are required, as part of our new COVID protocol, to make an appointment for all visitations to the school.
2. Upon arrival, each visitor will be required to complete a COVID screen before being allowed entry into the building.
3. If you are sick and/or have a fever, cough, or shortness of breath please reschedule the visit as these are primary COVID symptoms and you will not be allowed into the building.
4. While in the building, the visitor will be required to wear a mask until they have reached their destination and can safely maintain a 2 meter distance from the teacher and students.

E. USE OF SCHOOL FACILITIES AND EQUIPMENT – PRAIRIE ROSE POLICY #J500

The Board supports the use of its school facilities and equipment by non-profit community organizations. Please contact the school for further information. All outside organizations, wanting to use school facilities, need their own liability insurance and must complete and submit a building rental form for approval.

F. PUBLIC COMPLAINTS - PRAIRIE ROSE POLICY NO. J400

The Board expects complaints and grievances relating to instruction, discipline, supervision, policy, or learning materials to be handled and resolved as close to their origin as possible.

The proper channel for all concerns is:

- a) Teacher/bus driver
- b) Principal
- c) Superintendent
- d) Board