

**Seven Persons School
Student Handbook
2025-2026**



**24 3rd AVE
Seven Persons, AB T0K 1Z0
403-832-3732
Office Hours: 8:15 am - 3:30 pm**

Welcome!

Welcome to the vibrant and inspiring world of Seven Persons School! We are thrilled to greet both students and parents as part of our close-knit learning community, where growth and achievement from kindergarten through grade 9 are celebrated every day. At Seven Persons School, our values—unity, excellence, and collaboration—reflect the strength and spirit of our Wolfpack mascot. This handbook is your guide to our expectations, academic programs, safety procedures, and the many exciting opportunities that lie ahead. As we begin this school year together, remember: within the Seven Persons School Wolfpack, every day is a chance to learn, lead, and howl with pride!

Our Vision

At Seven Persons School, our vision is to create a vibrant and inclusive learning community where every student and staff member is empowered to excel, reach their full potential, and make a meaningful impact in the world..

Our Mission

At Seven Persons School, our mission is to foster a supportive and collaborative environment by setting high expectations, nurturing individual strengths, and building meaningful relationships. We are committed to empowering students and staff to push beyond their limits, achieve academic and personal excellence, and contribute positively to our community and beyond.

Daily Schedule

School starts: 8:35
Elementary Recess am: 10:15 - 10:30
Lunch Recess: 11:30 - 11:50
Lunch: 11:50 - 12:10
Elementary Recess pm: 1:50 - 2:00
Dismissal: 3:00

Staff

Principal	Catherine Usher	catherineusher@prrd8.ca
Vice Principal	Kristine Vizza	kristinevizza@prrd8.ca
Administrative Assistant	Crystal Hanson	crystalhanson@prrd8.ca
Librarian	Lynn Noga	lynnnoga@prrd8.ca
Learning Support Teacher	Patty Beck	pattybeck@prrd8.ca
Teaching Staff		
Jr. Kindergarten	Patty Beck	pattybeck@prrd8.ca
Kindergarten	Natasha Finnie	natashafinnie@prrd8.ca
Grade 1	Catherine Davies	catherinedavies@prrd8.ca
Grade 1/2	Alison Vis Amy Sameshima	alisonvis@prrd8.ca amysameshima@prrd8.ca
Grade 2	Rebecca Drew	rebeccadrew@prrd8.ca
Grade 3	Deanna Dola	deannadola@prrd8.ca
Grade 4D	Caylie Duchscherer	caylieduchscherer@prrd8.ca
Grade 5R	Todd Regehr	toddregehr@prrd8.ca
Grade 5S	Jessica Shigehiro	jessicarussel@prrd8.ca
Grade 5 (Math)	Tanner Pruden	tannerpruden@prrd8.ca
Grade 6D	Amy Deck	amydeck@prrd8.ca
Grade 6 (Math, Sci)	Tiffany Molin	tiffanymolin@prrd8.ca
Grade 6 (LA)	Kristine Vizza	joannemacquarrie@prrd8.ca
Grade 7B (Math)	Tiffany Molin	tiffanymolin@prrd8.ca
Grade 7A (Math)	Maurey Salmon	maureysalmon@prrd8.ca
Jr. High Language Arts	Stephanie Starner	stephaniestarner@prrd8.ca

Jr. High Social Studies	Lynnette Copeland	lynnettecopeland@prrd8.ca
Jr. High Science	Mark Resch	markresch@prrd8.ca
Jr. High Math	Maurey Salmon	maureysalmon@prrd8.ca

Educational Assistants			
Kindergarten	Sarah Widmer	Gr. 1	Angela Ginnis
Gr. 2	Misty Leismeister	Gr. 2	Shelly Lagran
Gr. 2	Sydney Page		
Gr. 3	Kim Van Dorp	Gr. 5	Lori Wood
Gr. 7	Melissa Davies	Gr. 9	Kara Drefs
Gr. 9	Kendra Gibney		

Custodians			
David Pieper	Morning Custodian	Eva Mastel	Afternoon Custodian

Important Dates for the 2025 - 2026 Calendar

Date	
September 2	Back to School Gr. 1 - 9
September 5	Kindergarten First Day - All students
September 5	Free BBQ for Students & Staff - sponsored by Canadian Natural
September 9	Junior Kindergarten First Day
September 11	Back to School BBQ & Shop Grand Opening (at new shop/old firehall)

September 16	School Pictures - ONLY 1 day for all
September 19	Terry Fox Run
September 26	B Boys Volleyball Home Tournament 2:30 - 8pm Volleyball Teams Pep Rally at 12:30
September 27	A Boys Volleyball Home Tournament 9 - 2:30pm
September 29	Orange Shirt Day - wear orange
September 30	SI Day - No School (Truth & Reconciliation Day)
October 10	No School - School Improvement Day
October 13	Thanksgiving Day - No School
October 17	B Girls Volleyball Home Tournament 2:30 - 8pm
October 18	A Girls Volleyball Home Tournament 9 - 2:30pm
October 31	Halloween activities around the school (afternoon)
November 6	Remembrance Day Service - 10:30 am in the gym
November 7	No School - Division Development Day
November 10	No School - School Improvement Day
November 11	No School - Remembrance Day
November 21	First Report card - digital format only for Grades 4-9.
November 26 & 27	Book Fair (in the library) Wednesday - 4:00 - 7:00 pm Thursday - 3:30 - 6:30 pm
November 26 & 27	Parent Teacher Interviews: Wednesday - 4:00 - 7:00 pm Thursday - 3:30 - 6:30 pm
December 5	Christmas Market (Classes will follow schedule)
December 18	Christmas Concert
December 19	Early Dismissal - 2:00 pm

Dec. 20 - Jan 4	No School - Christmas Holidays
January 5	Back to School
January 30	Jump Rope for Heart - 2:00-3:00
February 16	No School - Family Day
February 17 - 18	No School - Wellness Days
February 19 - 20	No School - Teacher's Convention
February 25	Pink Shirt Day
March 13	Second Report Card
March 18	Exhibition of Learning 5:00-6:00 pm
March 19	Parent Teacher Interviews - 3:30-6:30
March 20	No School - School Improvement Day
April 3 - 12	No School - Easter Break
April 13 - 17	Education Week
April 17	Parent Appreciation Breakfast - 7:30-8:30 am
May 9	Seven Persons Parade & Community Day
May 10	Mother's Day
May 14	Whole School Track Meet Day
May 15	No School - School Improvement day
May 18	No School - Victoria Day
May 26-27	Kaleidoscope
June 5	Mock Kindergarten Day (NO SCHOOL FOR KINDERGARTEN STUDENTS)
June 14	Father's Day
June 19	Last day for Junior Kindergarten & Kindergarten
June 21	National Indigenous Peoples Day & Summer Solstice

June 24	Grade 9 Farewell
June 25	Last Day of School - Gr. 1-9 Awards Ceremony in the morning <ul style="list-style-type: none"> ● 8:45-9:30 - Grades 1-3 ● 9:45-10:30 - Grades 4-6 ● 10:45-11:30 - Grades 7-9 Dismissal - 2:00 pm
June 26	Office open - 8:30 - 2:00

Home School Communication

There are many ways to promote home-school communication, including but not limited to:

- A. **Student agendas** – due to many teachers using SeeSaw as their primary way of communication between home and school, we have decided **not** to order student agendas as they have not been used consistently in the past, yet cost family members an annual fee.
- B. Our **school newsletter** will be shared at the beginning of each month, and will contain upcoming events, reminders, surveys, etc. to help keep you informed of the school's activities.
- C. Our **school website** - <https://sevenpersons.myprps.com/> - is another place where you may find information on upcoming events, our staff directory, school plan, and notices from our school council.
- D. **Facebook** Page - @sevenpersonsschool. Weekly updates are posted over the weekend, as well as other information.
- E. **PowerSchool Parent Portal** will be available for our grade 5-9 students and their parents. This will allow parents to log in to see your child's marks along with any missing assignments. An instructional sheet on how to sign up, can be requested to be sent home or call Mrs. Hanson and she will help you.
- F. **Google Classroom** is used by Grades 5-9 students and parents can access their child's gClassroom to see assignments.
- G. **School Messenger** allows us to send mass emails, voicemails, or texts to a certain population or the whole school. Please make sure you are signed up to receive messages.
- H. Teachers are comfortable using **email** as a means to communicate

with parents. If you need to contact a teacher, their email address follows this format: firstnamelastname@prrd8.ca. Please note, teachers often **do not check** their emails throughout the day, therefore, if you require immediate assistance, please contact the office.

- I. Most of our primary teachers use **SeeSaw**, as an electronic platform to send messages and/or document learning for students and parents. Directions on how to be included for these messages will be shared by the classroom teacher.

Please note: Students may use the office phone to contact parents/family, with staff permission.

Lines of Communication - "I have a problem, who do I contact next?"

As indicated in the previous section, there are many ways to promote school-home communication. However, there is a protocol and process for communication, as follows:

1. Teacher

Always talk to your child's teacher first. Often a misunderstanding or a question can be cleared up quickly. Our teachers want to help!

2. Principal/Vice-Principal

The school's administrative team is your next step if the concern is unsolved. They will listen to you and get back to you with further clarification or will set up another meeting with you.

3. Central Office

If your unresolved concern deals with additional student needs, contact the Director of Student Experiences, Ms. Lisa Lindsay at Division Office: 403-527-5516. If it is still unresolved or if the unresolved concern deals with another matter, contact PRPSD's Superintendent, Dr. Regan Weeks at 403-527-5516. Your final step is to appeal a decision to the PRPSD Board.

4. Minister of Education

If issues are not resolved at the school division level, parents may appeal to the Minister of Education.

Please follow the steps provided in the instructions above, as our collective goal is to ensure the optimal well-being and success of your child. By adhering to the outlined process, we can collectively work towards providing the best possible educational experience for your child.

Student Pick-Up and Drop-Off Area

For the safety of all students, please ensure that pick-up and drop-off take place in the staff parking lot. This helps avoid the potential hazard of students crossing the road between buses. Additionally, do not leave vehicles unattended, as this may block others from exiting the parking lot.

If you are picking up your child early or for an appointment, please call the school when you're nearby or in the parking lot. We will notify your child to gather their belongings and head to the office or outside. Alternatively, you are welcome to come inside the office to pick up your child.

Students are expected to stay at school until the end of the day. Junior High students may leave school grounds to get food, but only with written permission from parents—not through text messages.

The School Day

The front doors of the school are open from 8:00 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.

During school hours, only the front door remains unlocked. If a student needs to enter the school during recess or breaks, they must ask an adult supervisor for access.

Outside of recess times, students must use the main entrance to enter the building.

Leaving the School

Students leaving school during instructional time must have written permission from their parents, unless they are being picked up by a parent, who will then sign them out at the office. The note should specify the time the student will be excused and, if applicable,

the expected return time. Parents may also phone or email the school secretary to notify us if a student will be absent due to illness, appointments, or other reasons.

Students should inform Mrs. Hanson when they are leaving the school and check in with her upon their return.

For personal leave, especially for extended periods, we ask parents to notify the school at least three days in advance so teachers can make necessary arrangements. If your child will be absent, please call the school at 403-832-3732 to inform us. If we do not receive a phone call, note, or email, we will contact you to confirm the absence.

Junior High Students - Premium Sausage/Crowsnest Cones

Junior High students are permitted to go to Premium Sausage or Crowsnest Cones (when open) during lunch. **To do this, they must bring a written note from a parent/guardian—emails and text messages will not be accepted.** Students must show the note to their homeroom teacher and then submit it to Mrs. Hanson in the office. Written permission is required any time a student leaves school property without a parent or other authorized adult.

Seven Persons School Student Code of Conduct

According to Policy A305: Student Code of Conduct: Schools are to establish and maintain a welcoming, caring, respectful, and safe learning environment for all students, staff and guests of the Prairie Rose School Division.

At Seven Persons School, each student is expected to contribute positively to the classroom learning environment. We believe that school discipline is a shared responsibility that is to be assumed by all staff members.

Student Code of Conduct

Students at SPS will:

- Demonstrate respect for themselves and others
- Attend school regularly, on time and with a ready for work attitude
- Show respect for personal and public property
- Comply with the expectations of SPS and the Education Act
- Contribute positively to the atmosphere in the school
- Show a willingness to work and learn
- Take responsibility for his/her actions

In alignment with Section 31 of the Alberta Education Act, a student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board, (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

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, students will be referred directly to the administration.

- Sample: initial warning, alternate seating arrangement in or outside the classroom, quick one on one conference outside classroom, office referral for remainder of class (The teacher will complete an office referral form so that an administrator has information surrounding the behavioural concern/issue). The teacher notifies parents of the concern.

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

- ★ Extreme defiance/disrespect toward school staff
- ★ Verbal abuse of or swearing at staff or students
- ★ Physical abuse of staff or students
- ★ Bullying
- ★ Vandalism

- ★ Sexually inappropriate behaviour
- ★ Theft
- ★ Drugs and/or alcohol possession and/or under the influence
- ★ Possessing a weapon
- ★ Making threats toward staff, students and/or the school
- ★ Smoking (including vaping, chewing) on school property

Consequences

The aim of this approach is to improve our ability to deliver high quality responsive education to students who want to learn, by dealing effectively with those students who are not engaged and are a disruption to others' learning.

Consequences are at the discretion of the administration as they work to create a relationship of mutual trust and respect with students and families who are engaged in the discipline process. The timing of referrals, what the inappropriate behaviour was, how the student dealt with the situation, the student's personal background and baseline etc could impact decisions made concerning consequences.

Where disciplinary action is needed, the following guidelines shall be used:

In School Suspension:

- The student shall remain in the workplace provided at all times except for when permission is granted by an administrator. Breaks will be given throughout the day.
- Personal electronic devices will not be tolerated.
- The classroom teachers will provide course work to complete while serving an in school suspension.

Out of School Suspension

- Students who are suspended due to fighting or other more serious behaviours may be required to serve their suspension out of school.
- Teachers will provide course work for students to complete at home.
- A reinstatement meeting will be scheduled to discuss how to support the student upon return.
 - Behaviour Support Plan and/or Behaviour Contract may be created as part of reinstatement.

Expulsion

- If a student cannot follow expectations at SPS after a variety of supports and interventions are tried and are unsuccessful, the Superintendent may recommend expulsion.

The following links can be a resource for further information:

[A209 - Suspension and Expulsion of Students](#)

[A221 - Student Harassment and Bullying](#)

[A225 - Safe and Caring Schools](#)

[A305 - Student Code of Conduct](#)

[Alberta Guide to Education - Including the Education Act](#)

Field Trip (including Jr. High Options) Eligibility and Behaviour Expectations

We believe every student should have the opportunity to participate in school field trips, as they offer valuable learning experiences. However, for the safety and success of these trips, students must demonstrate appropriate behaviour while in school.

Field Trip Participation and behaviour Expectations:

- **Warning:** If a student displays disruptive or inappropriate behaviour in class, outside of class, or on the school bus, they will receive a warning and an opportunity to correct their behaviour.
- **Written Notice:** If the behaviour persists, parents will receive written notice, and the student may be required to complete a reflection activity.
- **Loss of Privilege:** If there is no improvement, the student may lose the privilege to attend the field trip. In such cases, alternative activities will be provided at school during the trip.

Also note, cell phones will not be allowed to be used during field trips and/or on the bus trip to and from school.

Extracurricular (School Team) Participation Policy

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

Academics

If a student is failing but is putting forth appropriate effort (completing all assignments, requesting and receiving extra help, etc.), they will be allowed to continue participating. However, if a student is failing without making adequate effort, they will be placed on probation for one week. During this time, their progress will be monitored by the teacher, coach, supervisor, and administration. While on probation, the student may remain on the team but must show that they are completing missed work and actively working to improve their grades.

After one week, a follow-up will take place. If the student demonstrates that they are making a genuine effort, the probation will be lifted. If poor academic performance and effort persist, the student will be suspended from the team for an additional week. After this period, administration, in consultation with teachers, coaches, and supervisors, will decide whether to reinstate or remove the student from the team.

Behaviour

Students will be suspended from participating in all team activities under the following circumstances:

1. **Suspension from School:** Any student who is suspended from school will not be allowed to participate in extracurricular activities, including after-school events. If the suspension ends on a Friday, the student will also be excluded from weekend activities.
2. **Multiple Office Referrals:** Accumulating three office referrals during the sports season will result in permanent removal from the team or club.
3. **Extreme behaviour:** Severe misconduct that leads to a school suspension may also result in suspension from the team, as determined by administration.
4. **Pre-Activity behaviour:** If a student has exhibited extreme behaviour before the start of an extracurricular activity, they may be denied the opportunity to try out. This decision will be made by the administration in consultation with staff.

Cellphone Policy – Grades 6–9

Purpose

At Seven Persons School, we believe that cellphones can be useful tools when used responsibly and appropriately. However, we also recognize that they can be a significant source of distraction to student learning and well-being. This policy is designed to create

a balance between responsible use and minimizing distractions during instructional time.

Policy Guidelines

1. Morning Collection

- Upon arrival at school, all students in Grades 6–9 are required to place their cellphones in the designated, secured, **cellphone lockers**.
- Each student will have a numbered space and is responsible for ensuring their phone is secured.

2. End of Day Return

- Students may collect their phones from the cellphone lockers at the end of the school day.

3. Permitted Use

- **Lunch Break:** Students may access their phones during the designated lunch period, **11:50 a.m. – 12:10 p.m.**
- **Teacher Discretion:** Teachers may allow cellphone use for specific learning activities, research, or other educational purposes.

4. Not Permitted

- Cellphones are not to be accessed or used outside of the times listed above.
 - Cellphones will **not** be permitted on school field trips.
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Responsibilities

- **Students** are responsible for locking up their phones each morning and respecting the usage guidelines.
- **Teachers and staff** will support and monitor the policy to ensure consistency and fairness.
- **Parents/guardians** are encouraged to contact Mrs. Hanson in the school office

rather than texting or calling students during instructional hours. She will relay information for the student. Students will have access to the phone in the office to contact parents/guardians.

Consequences

- If a student does **not** put their phone in the locker and is found using it during the day:
 1. First incident – student will be reminded and directed to secure their phone in the locker.
 2. Second incident – student will lose the privilege of using their phone at lunch for a set period of time.
 3. Repeated incidents – phone will be held in the office until the end of the day and a meeting with parents/guardians may be required.

Students in Grades K-5 with cellphones, must leave them in their lockers at all times during the school day.

Riding the School Bus - Bus Rules and Consequences

School Bus Rules

- 1. Respect the Driver**
 - a. Follow the driver's instructions immediately.
 - b. Speak politely and no swearing or inappropriate language.
- 2. Stay Seated**
 - a. Remain seated while the bus is moving.
 - b. Keep the aisle clear of legs, bags, or other objects.
- 3. Keep Hands, Feet, and Objects Inside**
 - a. Do not put hands, heads, or objects out of the windows.
 - b. Keep all belongings inside the bus.
- 4. Eating and Drinking**
 - a. Food and drinks may be allowed at the driver's discretion.

Student Behaviour on the Bus

- 1. Use Indoor Voices/Respectful Language**

- a. Speak quietly and avoid yelling to prevent distracting the driver.
 - b. Always use respectful language. No swearing or inappropriate language or gestures.
2. **No Bullying or Rough Play**
 - Treat others with kindness—no pushing, hitting, or roughhousing.
 - Report bullying or inappropriate behaviour to the driver.
 3. **Keep the Bus Clean**
 - Use trash cans; do not leave trash behind.
 - Do not write on or damage bus property.
 4. **Exiting the Bus**
 - Stay seated until the bus stops completely and the driver signals it is safe to exit.

Consequences for Breaking Bus Rules:

1. **First Offense**
 - Verbal warning from the bus driver.
 - Parent/guardian informed, by the bus driver.
2. **Second Offense**
 - Written Incident Report from Bus Company to school administration.
 - Parent/guardian will receive a phone call from the school administration.
3. **Third Offense**
 - A second written Incident Report from Bus Company to school administration.
 - Temporary suspension from bus privileges (1-3 days).
 - Meeting with parent/guardian, school administration, and bus driver to address the issue.
4. **Fourth Offense**
 - A third written Incident Report from Bus Company to school administration.
 - Extended suspension from the bus (up to 10 days).
 - Mandatory meeting with school administration to discuss behaviour and alternative transportation options.
5. **Severe Misconduct** (e.g., fighting, endangering others, vandalism, or continued offenses)
 - Written Incident Report from Bus Company to school administration - if repeated offenses.
 - Immediate suspension from the bus pending review.
 - Possible loss of bus privileges for the remainder of the school year.
 - Disciplinary actions in line with the school's Student Code of Conduct.

Each step aims to support students in correcting their behaviour while ensuring the safety and well-being of everyone on the bus.

Student Travel

Students and/or athletes at Seven Persons School 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 Seven Persons School student on such trips. If we meet these expectations, our travel will be safe, fun, and leave a positive impression of Seven Persons on other communities.

Students are expected to:

1. Follow proper rules for riding on the bus.
2. Behave as a proper guest in other schools/facilities.
3. Be proud ambassadors of Seven Persons School—show pride and integrity wherever we go.
4. Returning to the school - parents must give written permission, prior to the trip starting, for another parent to transport their child.

Athletes are expected to:

1. Demonstrate sportsmanship both on and off the court/field.
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.

Riding Other Buses

Students are allowed to ride other buses, but we need to have a form filled out for them to do so. The form asks that you ensure you contact your bus driver to let them know your child will not be on the bus and contact the bus driver of the bus your child will be riding on. Call the office if you need contact information.

Here is the link to the form:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:6042d592-55ca-4847-bbc7-c9dece56b1b1>

Textbooks/Chromebooks

Textbooks and Chromebooks are signed out to the students from the library using each

student's library number. Students must return their textbooks at the end of the school year. Students, in grades 4 to 9, 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 the Prairie Rose School Division, its faculty/staff are NOT responsible for any damaged, missing, or stolen personal 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 of repairing a damaged Chromebook or replacing it if lost or unable to be repaired, depending on the circumstances.

Lockers

Locks and lockers are issued to students in grades 5-9 at the beginning of the year. Students are encouraged to keep their personal property in their locked locker. Students must realize that having a locker is a privilege, and it is their responsibility to keep it clean. Prairie Rose Public Schools 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.**

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 buses for a school are shut down due to cold temperature, then generally the school will be closed for the day.

b) Severely reduced visibility (0.2 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. Prairie Rose Public School buses 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 canceled 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 canceled

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.



August 30, 2025

Dear Parents/Guardians:

Re: Fair Notice and Process, Assessment of Risk to Others (ARTO)

In Prairie Rose School Division No. 8, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners, as members of the Southeast Alberta Regional Assessment of Risk to Others (ARTO) committee, have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes all staff, must report all threat related behaviours.

What is the purpose of an Assessment of Risk to Others (ARTO)?

The Assessment of Risk to Others (ARTO) is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

What behaviours warrant an Assessment of Risk to Others (ARTO) to be initiated?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is an Assessment of Risk to Others (ARTO) Team?

Each school has a multi-disciplinary ARTO team that includes the school administration, school-based counselors and support staff, and may also include district resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the ARTO process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the threat assessment will still continue to ensure a safe and caring learning environment for all.

What happens in an Assessment of Risk to Others (ARTO)?

The process of a ARTO begins when threat making behaviours are reported. The ARTO protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow-up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school division, will not accept "no response" to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the division website.

Sincerely,

Mark Heinrichs
Deputy Superintendent of Schools

The model presented reflects the thinking and work of J. Kevin Carson, Director of the Canadian Centre for Trauma-Informed Practices: www.cctipr.com.