

Redcliff Community Schools
Margaret Wooding School
Parent Handbook

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Welcome to Margaret Wooding School!

The staff of Margaret Wooding School hopes that you find your experience here to be fun, challenging and rewarding. We trust that you will take advantage of the many opportunities to become involved in student life at our school. Whether your interests lie in academics, arts or athletics, it is our hope that you will take full advantage of your years here to accept new challenges, make new friends and create good memories.

As we work through this academic year, remember to show respect to yourself and others, be co-operative and have fun!



Contact Information

Margaret Wooding School
401 – 8th Avenue S.E
Redcliff, AB T0J 2P0

Phone: 403-548-7516

Web-site: <https://margaretwooding.mvprps.com/>

Facebook: [MargaretWoodingSchool-PRSD8](https://www.facebook.com/MargaretWoodingSchool-PRSD8)

8:25	First Bell
9:50 – 10:05	Morning Recess
11:20 -11:30	Lunch Recess
11:30 – 12:00	Lunchtime
1:10 – 1:20	Afternoon Recess
2:50	Dismissal

Margaret Wooding School 2025 - 2026 Calendar

Important Dates

September 2	First Day Back for Students
November 10	Remembrance Day Ceremonies
November 28	Report Cards – Term 1
Dec 1 and Dec 3	Parent Teacher Interviews
March 13	Report Cards – Term 2
TBD	Student Led Conferences
June 24	Awards Day
June 25	Report Cards – Last Day for Students

Extended Holiday Breaks	
Dec. 20 – Jan. 4	Christmas Break – No School
Feb. 16 - 20	Family Day / Teachers Convention
Apr. 3 – Apr. 12	Easter Break – No School

Non-Instructional Days

September 30	Truth and Reconciliation Day – No school for students
October 10	Division PD Day – No school for students
October 13	Thanksgiving Day – No School
November 11	Remembrance Day – no school
March 20	SI Day – No school for students
Apr 24	Division Day – No school for students
May 15	Victoria Day – No School

PRAIRIE ROSE PUBLIC SCHOOLS

2025-2026 School Year -- Revised Calendar (October 28, 2025)

August 2025		September 2025		October 2025		November 2025																							
Instructional - 0	Operational - 4	Instructional - 20	Operational - 21	Instructional - 21	Operational - 22	Instructional - 19	Operational - 19																						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2			H1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	SI 10	11	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	H13	14	15	16	17	18	9	10	H11	12	13	14	15		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
24	SLM 25	TP 26	SI 27	SI 28	S 29	30	28	29	SI 30					26	27	28	29	30	31	23	24	25	26	27	28	29			
31																					30								
S - All Staff – School Opening Prep Day							P - First day - Students																						
25th -- School Leader Meeting Day							September 30 - T & R Day																						
26th -- Teacher Prep Day																													
27th -- Admin Assistants start date (if not sooner)																													
28th -- EA PD Day -- Location TBD																													

December 2025		January 2026		February 2026		March 2026																						
Instructional - 15	Operational - 15	Instructional - 20 (17/3)	Operational - 20 (17/3)	Instructional - 15	Operational - 17	Instructional - 21	Operational - 22																					
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5	6					H1	H2	H3				1	2	3	4							
7	8	9	10	11	12	13	H4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
H21	H22	H23	H24	H25	H26	H27	18	19	20	21	22	23	24	15	H16	W17	W18	C19	C20	21	15	16	17	18	19	SI 20	21	
H28	H29	H30	H31				25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
2:00 pm dismissal on Dec 19							Dip. Ex. Part A (Eag/Soc)-Jan 13/14; Other Dip. Ex. Jan 19-27 -- (7 DAYS)																					
							Semester 2 begins January 28																					

April 2026		May 2026		June 2026																							
Instructional - 15	Operational - 16	Instructional - 19	Operational - 20	Instructional - 19	Operational - 20																						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	H3	H4						1	2													
H5	H6	H7	H8	H9	H10	H11	3	4	5	6	7	8	9	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	10	11	12	13	14	TP 15	16	14	15	16	17	18	19	20							
19	20	21	22	23	SI 24	25	17	H18	19	20	21	22	23	21	22	23	24	25	26	27							
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30											
S - All School Staff Prep Day							TP - Teacher Prep Day							Dip. Ex. Part A (Eag/Soc)-June 10/11; Other Dip. Ex. June 12-23													
P- First / Last day - Students							SI - School Improvement PD Day							H/W- Holiday/Wellness Day (no school)													
							DD - Division-wide PD Day							2:00 pm dismissal for students on June 25; Last day for EA's to work													
														C - Teachers Convention													

	Semester		
	1st	2nd	Total
TP/SI Days			
DD Day	5	3	8
Teachers Convention		2	2
School Opening	1		1
School Closing		1	1
Total Staff Days	6	6	12
Instructional Days	92	92	184
Operational Days	98	98	196



School Mission and Philosophy

The mandate of the Margaret Wooding School is to offer its students the best possible education in a safe, comfortable, and pleasant environment. Students are nurtured and expected to exhibit growth academically, physically, socially, and emotionally. The school strives to maintain a positive and welcoming climate in which students feel safe, important, and trusted, while having the opportunity to assume and maintain responsibility and self-motivation.

Vision: Inspiring every student to thrive academically, socially and emotionally in a nurturing environment that values connection.

Mission: Empowering Bright Futures

Values:

- Community of Learners
We celebrate diversity and work together to create an inclusive learning environment where everyone belongs.
- Resilience
We encourage a growth mindset, teaching our students to overcome challenges with confidence.
- Empathy
We foster kindness and understanding, ensuring everyone feels valued and heard.
- Wellness
We prioritize the physical, emotional, and mental well-being of our students, staff, and families.

Home / School Communication Information

Margaret Wooding School Staff

Principal – Mr. Corsie
Vice Principal – Mr. Merrick
School Secretary – Mrs. Vetter
ILLT – Mrs. Cross
Librarian – Mrs. Gerl
Grade 4 – Mr. Buckle
Grade 4 – Miss Martinez
Grade 4 – Mrs. O’Connell / Mr. Spiers

Grade 5 – Ms. Bongaards
Grade 5 – Mr. Miller
Grade 5 - Mrs. Bonogofsky

Grade 6 – Mrs. Schiebelbein
Grade 6 – Mrs. Harrington
Grade 6 – Mrs. Fabbro

Music – Mr. Day

Educational Assistants

- Mrs. MacKay
- Mrs. Forsyth
- Mrs. Jager
- Mrs. Dvorak
- Mrs. Lafond
- Mrs. Sieben
- Mrs. Claypool
- Mrs. Gauthier

Custodial Staff

- Mrs. Gebhardt
- Mr. Walters

SWC

- Mrs. Hynes

Lines of Communication

“I have a question / concern, who do I contact?”

It is very important when addressing questions or concerns that we maintain a proper line of communication to help ensure that concerns are resolved in a timely and appropriate way. If you have any questions or concerns regarding your child’s school experience, please feel free to contact the school to discuss these matters.

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.

Inclusive Learning Teacher (ILT)

Our classroom Support Teacher oversees all inclusive education programming. Contact our ILT if your child is identified with special learning needs and you have questions regarding testing or programming.

Principal/Vice-Principal

The school's administrative team is your next step if the problem is unresolved. He/she will listen to you and get back to you with further clarification or will set up another meeting with you.

Central Office

If your unresolved concern deals with special education, your next contact is the Special Education Coordinator. If it is still unresolved, you may contact the Superintendent. Your final step is to appeal a decision, etc. to the Board as a whole.

Minister of Education

Some issues can have a further appeal to the Minister of Education.

We must remember that most concerns arise from a lack of information or from misinformation. Therefore, it is important to approach any concern with the idea of understanding the situation in order to work together towards a positive solution.

EVALUATION AND REPORTING OF STUDENT ACHIEVEMENT

Each teacher will use a variety of methods (examples: tests, quizzes, daily assignments, research activities, presentations, quality of work, class projects, etc) to evaluate the achievement of each student. In keeping with Provincial Standards, we will use the following percentage scale for core subjects when reporting to parents:

90% - 100%	Standard of Excellence	60% - 70%	Average
80% - 90%	Approaching Excellence	50% - 60%	Below Average
70% - 80%	High Average	< 50%	Unsatisfactory

For non-core subjects, MWS uses the following grading scale:

- E – Excellent
- P – Proficient
- A – Acceptable
- L - Limited

REPORT CARD DATES

We use three formal reporting periods. Students will receive a formal report card on each of the following dates:

- Friday, November 28, 2025
- Friday, March 13, 2026
- Thursday, June 25, 2026

PARENT TEACHER CONFERENCE DATES

All parents will be assigned a fifteen minute conference with each child's teacher during one of these times.

- Monday, December 1, or Wednesday, December 3
- 3:30 - 6:15 p.m.

For Term 2, students will show off their learning through our Student Led Conferences

- Date TBD

NEWSLETTER / WEBPAGE / FACEBOOK / SCHOOL MESSENGER

Margaret Wooding School uses a variety of communication strategies to help stay in touch with parents. Each month, we issue a school newsletter that highlights some of the great things that have happened at the school, while also providing detailed information about upcoming activities.

We also have a school website that can be found at <https://margaretwooding.myprps.com/>. Please check this website frequently for information about recent activities, important events, and school division news. You can also "Like" us on Facebook for immediate updates to your cell phone. Margaret Wooding School also uses Instagram, Seesaw and School Messenger to ensure parents are up to date on events in the school.

MARGARET WOODING SCHOOL COUNCIL

Our School Council is an active component of Margaret Wooding School, and helps to support a wide variety of programming that we offer to our students. The purpose of this council is:

- 1) To provide an opportunity for more parent participation and support in our school
- 2) To provide an opportunity for parent engagement in the educational needs of our school community
- 3) To provide an opportunity for parent input into school programming and activities.

The membership of this committee consists of the school parents, the school Principal, Vice-Principal, and one staff member. Please plan to attend and get involved in your child's school.

School Council meetings are generally once per month at 6:30 pm in the school library. If there is a change of date, parents will be notified through our school communication strategies.

STUDENT PROGRAMS AND ACTIVITIES

WHAT WE OFFER

Margaret Wooding School prides itself on being able to offer a well-rounded educational program for students in Grade 4 through 6. This includes a strong emphasis on mastery of skills in Language Arts, Mathematics, Social Studies, and Science. Students also enjoy the opportunity to develop their skills through a wide variety of complementary courses designed to develop students skills and interests.

Each year a variety of events such as the Christmas program, Remembrance Day Service, Talent Shows, and Kaleidoscope of the Arts add to the fine arts dimension of our school program. Excellent field trips, as well as special reward activities complement the regular school program. We are proud of our exciting Music program, which emphasizes both choral and instrumental music, as well as performance.

An Inclusive Learning Lead teacher is available to give remedial help to students and support to teachers in program development for students. Students with unique learning needs are sometimes exempted from parts of the regular program to receive remedial help, however, we believe that a student's needs can most often best be met in a regular classroom setting.

FIELD TRIPS

Field trips provide a terrific opportunity for students to expand their learning and experience education in a variety of settings. Field trips for each classroom are determined by the classroom teacher on a year by year basis and reflect priorities that have been identified through the year. Participation in school field trips is a privilege, not a right, and is recognition of positive behaviours exhibited at school. Examples of positive behaviours include demonstrating: good work habits, regular attendance, and showing respect and responsibility for students, staff and property. Students who have demonstrated unacceptable behaviour in the school may be excluded from field trips as one element of the consequences assigned for their actions. Students may have an opportunity to regain field trip privileges through positive actions within the school.

CREW (Community, Resilience, Empathy, Wellness)

For our MWS Crew, we have eight different students groups based on their class lists. Students meet regularly throughout the year to work on group challenges, and to take on leadership roles with various tasks in the school. The ultimate goals of our CREW program is to build connections between students, and develop strong character traits in our students through collaborative activities, student leadership, and active citizenship.

SPECIAL DAYS

Some days during the year are designated as special days where school wide activities are organized. These days may include community walks, recognition/reward activities, community involvement activities, and citizenship opportunities. Theme days are also common and we encourage students to participate enthusiastically. Please help your child take part in these activities. Our PE4CE groups may be asked to help plan some of these events.

HEALTH AND WELLNESS TEAM

With a school wide focus on healthy living, we have a student leadership committee that works to develop, implement, and promote health and wellness activity choices for our entire student population. Our leadership team involves both student and staff leaders who have demonstrated a passion for health and a desire to promote a healthy school environment.

Over the past several years we have worked on a number of projects to create a culture of health at Margaret Wooding School. Some of the activities and challenges have included:

- Assembly activities
- Annual events such as the Terry Fox Run
- Bi-weekly healthy snacks for all students
- Fitness challenges
- Classroom Fitness breaks
- Participation in Shape Alberta activities such as Walk to School Day, Winter Walk and the Walk 'n Wheel Week
- Wellness Expo
- And many more!

None of this could be possible without the support of the staff, students, parent volunteers and parent council. If you would like to become involved, please contact the school.

STUDENT SUPPORT SERVICES

Student Wellness Counsellor

The Redcliff Schools and Eagle Butte High School offer mental health supports for students through our Student Wellness Counsellor program. Our Student Wellness Counsellor provides mental health supports for our students through individual or group meetings. If your child is experiencing problems at school or at home, our mental health team may be able to help. Referrals for your child and/or your family can be made by school personnel or parents.

VISITOR SIGN IN

In order to help provide a safe and secure environment for our students, all visitors to Margaret Wooding School are asked to make an appointment to meet with staff members prior to arrival at the school. Visitors to the school must report to the office upon entry. We appreciate your cooperation with this request.

SCHOOL SAFETY PATROL

In order to ensure the safety of our students, we have a School Safety Patrol Program at the start and end of the school day. Grade six students will be acting as crossing guards and will ensure safe crossing practices for other students in our school. The students will be positioned at the crosswalk going across 8th Ave, directly in front of the school. Please encourage your children to cross the street at this designated location.

LUNCH PROGRAM

Students that stay at school for lunch will enjoy a lunch break from 11:20 – 12:00 am under the supervision of staff members. This will include a 10 minute recess break and a 30 minute eating time. The school needs to track all students that are required to stay for lunch and students that go home for lunch. A note will be going home at the start of the year to record your preference of where your child will be eating their lunch, and to outline expectations for positive behaviour. If your child is usually one who stays for lunch, but has alternate plans on any given day, please indicate this to your child's teacher. Students are encouraged to have a healthy snack at morning recess to get through the morning.

Please note that the opportunity to eat lunch at school is a privilege, not a right, and is recognition of positive behaviours exhibited at school. Staff supervisors are employed over lunch hour and recess breaks to ensure that a positive environment is maintained for all.

Lunch program expectations

- When the bell rings students will eat their lunch in their classroom
- Students are to keep the classroom clean and all garbage is disposed of properly
- Students remain seated and talking is at a conversational level
- Students are to exhibit appropriate manners and keep their hands feet and objects to themselves

Students who choose to misbehave during lunch will not be permitted to eat in their classroom, and will be required to eat in an alternate location. If inappropriate behaviour continues; parents will be contacted and alternate lunch arrangements may become necessary.

MICROWAVE

Microwaves are currently unavailable for students due to electrical demands and limitations within the school. Students are encouraged to bring a bagged lunch that does not require heating.

ATTENDANCE POLICY

According to the Education Act, pupils are expected to attend every day that school is in operation unless prevented from doing so by reason of sickness or other unavoidable causes.

The school takes the following position with regards to class attendance:

1. That regular attendance is essential to satisfactory progress.
2. That any successful attendance system requires the full cooperation of the teachers, the school and the home.
3. A student/parent should notify the office as early as possible, of any known reason for absences.

Parents are asked to call the school on the morning of any absence so that the student may be excused. Please leave a message on the answering machine if no one is there to take your call. If you have not called the school to notify us of your child's absence, and your child has not arrived to school in a reasonable time frame, we will phone you. This will eliminate the possibility of unexcused absences, or other safety concerns.

An accurate record of absences will be kept and recorded on the student's report card. Action by the school in dealing with inordinate absences may include the following:

1. a conference with the student
2. phone call to the parents
3. a letter to the parents
4. a meeting with the parents

If the above procedure does not rectify the attendance problems, the matter may be presented to the Superintendent and the School Board.

STUDENT RECOGNITION AND REWARDS

MWS recognizes students through a variety of ways to celebrate positive actions around the school. Some of these ways are through group awards, and some are individual. In addition, some are based on academic performance, while others are based more on effort, attitude, etc.

Group awards

Roughly once per month, students are recognized as a group in a number of different areas. Sometimes these are announced at an assembly, sometimes over the announcements.

Cleanest classroom award - MWS custodians award points to the cleanest classrooms in the school. These are tallied over the course of the month, and at the end of each, students in that classroom receive a prize.

Lunchtime behaviour award - During lunch hour, students are asked to be in their seats and visiting with their friends at a reasonable volume while they eat their lunch. Classes that are able to do this, are awarded with a popsicle stick in their class cup each lunch hour. At the end of two months, popsicle sticks in each class are counted, and the classroom that has received the most sticks wins a prize.

Individual monthly awards

Each month we hold a student recognition assembly. At this assembly, we recognize students in many different ways, including an Art Award, Sportsmanship Award, Academic Award, Music Award, Citizenship Award and Patroller of the Month. The criteria is somewhat different depending on the award.

Sportsmanship, Art, and Citizenship Awards

These are awarded on a rotational basis to each class, with each class receiving a different award each month. This means that over the course of the year, roughly 3 children from each class will be chosen to receive each of the awards (total of 9 students over the year, per class). Students who receive one of these awards receive a certificate, as well as a small prize.

These awards are on a flexible criteria, and are chosen by the teacher. Typically, they are not about achievement or grades in these areas, but rather are based on observations that the teacher has made throughout the month. They may recognize a special accomplishment for a particular child, significant growth, or demonstration of a commitment to try to do their personal best.

Music Award

This is awarded to one student per grade level. It may go to any student, and is not dependent of the class designation (i.e. 4A or 5B, etc). This award is chosen by Mr. Mason and is a recognition for students who are trying hard in Music, giving their best effort, catching on to a concept they have struggled with, or demonstrating a passion for music in their life. Students who receive this award receive a certificate, as well as a small prize.

Patroller of the Month Award

This is an award we give each month to one of our patrollers (Grade 6 only, as they are the only grade allowed to patrol). Students are chosen for this award based upon their dedication to the position, including punctuality, focus while on duty, attendance at meetings, etc. Students who receive this award receive a certificate and a small prize.

Academic Award

This award is given to one student at each grade level per month, and may be awarded to any student regardless of class designation. Students qualify for this award by doing good work in the classroom and trying their best. It is not about being the student with the highest marks in the class, it is about doing the best you can. When students reach an accomplishment that is special for them, they are given "Great Work" slip that is put into a bin in the office. This slip of paper is a congratulations, and it also says what the accomplishment was (86% on a quiz, or completes home reading regularly, or has begun putting strong expression into oral reading, etc). Prior to each Recognition Assembly, we pull one name from the bin from each grade level to receive the award. Students who receive this award receive a certificate, as well as a small prize.

Reporting Term Awards

Honour Roll

Each term, following report cards, we recognize students who have achieved Honour Roll during the previous term. This is an academic award and is a recognition of hard work and achievement in their core subjects (Math, Science, and Humanities). For students to qualify for honour roll, they must achieve 80% or higher in all of these core subjects. Students who achieve honour roll receive a certificate for the term that they achieved it in. At the end of the year, students who have maintained honour roll over two terms, as well as maintain it on the final overall mark for the year, also receive a medallion.

Final Year – End Awards

Each year Margaret Wooding hosts a year end awards ceremony for our students. At this ceremony, students will be recognized in the following areas.

- **Term 3 Honour Roll**
To achieve this, students must have a minimum of 80% in all four core subjects during the 3rd term.
- **Overall Year-End Honour Roll**
To achieve this, students must have achieved Honour Roll on two of the three reporting periods for the school year, as well as maintain it for the overall final mark for the year.
- **Top Academic**
This award will be presented to one student per class.
This is an academic award. The recipient will be the student with the highest overall average in the four core subjects.
- **Top Athletic / Sportsmanship**
This award will be presented to one student per class and is a recognition of the following characteristics related to Phys. Ed. programming:
 - Demonstrates full effort
 - Displays sportsmanship by being a good winner, and a good loser
 - Team player / Role model
 - Has a positive attitude
 - Demonstrates integrity
 - Demonstrates athletic excellence
- **Most Improved**
This award will be presented to one student per class, and is a recognition in improvements through the year related to:
 - Increased interest and effort throughout the year
 - Improved behaviours and resilience
 - Willingness to learn and try their best
- **Citizenship / Spirit**
This award will be presented to one student per class. It is voted on by the class, and is a recognition of the following characteristics:
 - Helps others
 - Acts as a positive role model
 - Volunteers and supports the school community
 - Treats others with kindness
 - Gets involved and participates in school activities
- **Art**
This award will be presented to one student per class, and is a recognition of the following characteristics demonstrated during Art lessons:
 - Creativity
 - Attention to detail
 - Pride in their work and putting forth best effort
 - Demonstrates an interest and passion for art
- **Music**
This award will be presented to one student per grade level and is a recognition of the following characteristics demonstrated as part of our Music program:
 - Eager participation
 - Overall performance
 - Effort to improve or develop talent
 - Involvement in school music programs

In addition to these awards, Grade 6 students are also recognized for Overall Major Awards including:

- Music, Art, Athletics, Top Academic, Sportsmanship, Leadership, Citizenship, Wellness, and Patroller

EDUCATIONAL PROGRAMMING FEES

Margaret Wooding School offers a broad educational experience for our students. In addition to school based instruction, we also offer several outstanding field trips for our students, as well as exceptional guest speakers that help to bring learning alive. To help cover the costs of these extra-curricular and co-curricular activities, Margaret Wooding School charges a \$80 programming fee for the year. This fee is used exclusively to cover costs associated with these enhanced learning opportunities for our students

- \$50.00 for field trip expenses and school presenters (admission, transportation, program elements)
- \$5 to help cover costs of school presenters to support learning
- \$30.00 Chromebook usage fee

- please note: students are not assessed school fees to cover operational costs, classroom supplies, photocopying, or textbook costs.

- Optional items/activities throughout the school year that are **not included** in the above fee schedule include:
 - hot lunches (Price to be determined - more info to follow)

To help us with our annual budgeting, we ask that this fee be paid no later than November 15, 2025. If you are unable to pay the full amount by this date, please contact the school office to make alternate arrangements. We provide payment plans and other options. All payments to the school can be made through Schoolcash.com.

CASH FREE SCHOOL

In order to help reduce the amount of time spent handling cash in the school, Margaret Wooding School is requesting your assistance by arranging for all payments to be made online through SchoolCash. This includes payments made to the school for any reason, including milk cards, school fees, hot lunch, etc. Instructions on how to use this service can be accessed by contacting the office. If for some reason you are unable to utilize this service, please contact the school to discuss other alternatives.

EMERGENCY PLAN PROCEDURES

Prairie Rose Public Schools, in conjunction with Hour Zero, has developed a district wide on-line safety protocol to ensure the safety of students and staff in any sort of emergency. Students will practice regular evacuation drills. In the event of an emergency that necessitates evacuation from the building (fire, tornado, bomb), we have a plan for the transportation of staff and students to the I.F. Cox School gymnasium where students will be first accounted for, and then released to parents or guardians.

A lockdown plan has been developed to respond to a potential situation where people in the school may be harmed. Lockdown drills will be practiced at least twice each year. Other in school drills (including shelter in place and duck-cover-hold) will be discussed and practiced so that we have a plan of action for any emergency situation.

To coincide with our Hour Zero recommendations, all classroom doors will be kept in a locked position throughout the day to allow for ease of securing the room, in the event of a lockdown. Empty classrooms will be kept closed and locked. Also, for safety and insurance purposes, we need to have an accurate record of who is in our building at any given time and ask all individuals visiting the school to sign in and out of our log book located by the office. Similarly, it is imperative for all students to have shoes on in our building at all times, to expedite the evacuation process.

SCHOOL PHONE AND PERSONAL ELECTRONIC DEVICES

Students are allowed to use the school phone in their classroom, with adult permission, for school matters or illness. We ask that students not phone to arrange after school activities with friends, etc.

Use of digital devices outside of class time, without the permission of the teacher is not permitted. Teachers may invite students to bring digital devices into the classroom as learning tools at their discretion, and when appropriate. Student misuse of technology may result in these privileges being revoked.

PRPS technology policy states that, "Students bringing personal electronic devices to school do so at their own risk. Prairie Rose Public Schools, 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 any and all financial responsibility. Students borrowing school owned devices from school libraries are responsible for repair costs or replacement costs if damaged or lost."

PLAYGROUND SUPERVISION

The playground is supervised by school staff from 8:10 – 8:25, at the morning recess between 9:50-10:05 a.m., 11:20 – 11:30 and between 1:10-1:20 p.m. The bus zone is supervised after school from 2:50 until the buses have been dispatched.

Due to safety concerns, the staff parking lot is out of bounds for students before and after school and at recess break.

STUDENT SIGN OUT

Students needing to leave the school early for appointments or other necessities must inform their homeroom teacher and also let the office know. The student is required to provide a note from a parent/guardian requesting the early departure and specifying the reason. Any parent picking up their child from school early is asked to come to the office to pick up their children. There may be times when you may wish to have friends or relatives pick up your child from school. Please let us know in advance, in writing, that such an arrangement has been made as we will not release a student to an adult not known to us.

INCLEMENT WEATHER

The board recognizes that it has a responsibility to ensure students' safety in cases of inclement weather.

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

- a) Ambient temperatures colder than -36 C (wind chill is not a factor)
- b) Severely reduced visibility (.2 km or less – blizzard conditions)
- c) A combination of weather and/or road conditions that make bus operation unsafe

If the school is to be closed because of inclement weather, an announcement will be sent out through SchoolMessenger, as well as posted on our school division webpage. As always, the final decision to send children to school during severe weather rests with the parent.

PARKING

MWS has developed the following policy to help maintain a safe walking area for our students before and after school. Please be aware that the staff parking lot is only for staff members and those individuals who need access to a handicap parking spot. Other vehicles are not to enter this lot. In addition, we ask that parents refrain from parking along the front section of the school to avoid interfering with sight lines for our Safety Patrollers, as well as our school bus parking zones.

WHEELS ON THE SCHOOLGROUND

To help ensure the safety of our students, Margaret Wooding School has a no wheels on the school grounds policy. This means that students must walk their bikes or scooters onto school grounds and park them. Upon leaving the school, students are required to walk their bikes to the sidewalk before riding them home.

Students riding to school on bikes must be required to wear a helmet in compliance with provincial legislation.

PERSONAL POSSESSIONS

We ask that your child's personal property (footwear, clothing, personal supplies) be clearly **labelled**. This would assist us in returning lost and missing items to their owners. Each year brings a new crop of toys, collectibles, electronics, etc. which are highly sought after. We encourage parents not to let their child bring such items to school as they tend to cause problems both in the classroom and on the playground.

LOST AND FOUND

Each year, we have a great assortment of 'lost' or unclaimed items. To prevent an over-accumulation, these items are donated to a local charity at Christmas, after Easter, at the end of the school year, or when the bin gets full. We encourage parents to check our lost and found regularly, which is located across from the office. Labelling your child's belongings will help in getting items returned to the rightful owner.

STUDENT DRESS CODE

It is the responsibility of parents/guardians to ensure that students are dressed appropriately. The following guidelines should be adhered to:

- a) T-shirts / jewellery with inappropriate verses or phrases are not permitted
- d) Clothing should not display profanity or obscene imagery
- e) Footwear: students should wear outdoor footwear appropriate to weather conditions. Students will change into their inside shoes upon entering the school.

Students are expected to have a second set of soft-soled, non-marking shoes to be used in the school. All footwear should clearly be labelled with the student's name. Footwear should be worn at all times in the school in the event of a fire or a fire drill.

HEALTH MATTERS

At registration time, please let us know if your child(ren) has(have) any medical conditions that affect their health, including life threatening allergies.

ALLERGIES

Please be advised that we have children in the school who have severe food allergies that are potentially fatal. Although this may or may not affect your child's class directly, we want to encourage you to send foods with your child that are free from peanuts or nut products. For all children with a severe allergy, form A205.1 is required and can be found on-line in our division policy manual or requested from the office.

MEDICATION

In accordance with the Prairie Rose School Division Board Policy we are not allowed to administer medication of any kind to a student without the written permission of the child's parents. Medication administration forms (in line with the policy) can be requested from the office. Policy states, "Written instruction signed by the parent **and** physician or pharmacist will be required and shall include:

- | | |
|---------------------------------|--|
| -child's name | -dosage |
| -name and purpose of medication | -adverse effects |
| -time to be administered | -termination date for administering medication |

Any student suffering from the flu or other illness must remain at home to avoid spreading the illness to others. In the event that a child becomes ill while at school, the office will notify the parents that the child needs to be picked up from the school. All children who are ill must remain home for their own good and for the good of others.

We ask that parents do not request that their child be kept in at recess for reasons of ill health. If a child is too ill to be outside at recess, then it follows that the child is too ill to be at school. Sick children may be weak, susceptible to other illnesses, and may be a source of infection to other students, and are encouraged to stay home to keep from infecting others or worsening their illness. We would also ask that you ensure your phone number(s) and the phone number(s) of emergency contact people are kept current in the event that we need to contact you.

AN ACCIDENT AT SCHOOL

A minor accident such as a minor cut, abrasion or bruise will be handled by the staff and first aid will be administered. For major accidents (e.g. cuts requiring stitches, etc.) where injuries require professional aid, the parent will be notified if possible, but the Principal shall act on his/her own initiative in seeking qualified help if the parent cannot be reached.

LICE

Head lice does occasionally appear in the school, especially in cooler weather. Since they can be transferred easily from student to student, we encourage children not to share scarves, head gear, combs and brushes.

If a child has either live lice or nits, parents will be contacted and asked to take their child home. Parents can contact the Palliser Health Authority for treatment options. As we have a nit-free policy, children are welcome back to school when they are free of both live lice and all nits. In this way we hope to minimize the spread of lice in the school and risk of further inconvenience for families.

HEALTH AND CLEANLINESS

At Margaret Wooding, children are encouraged to develop good habits of cleanliness, good health and neat appearance. With regards to seasonal dress, we ask that parents ensure their child is dressed appropriately for the weather conditions as students spend time outdoors prior to the morning bell, and during the morning/lunch recesses.

EYE INFECTIONS

Due to the infectious nature of eye infections, parents are asked to keep their children home if they have symptoms associated with pink eye, until after treatment has begun. If needing additional information regarding these symptoms, please contact your local health unit.

STUDENT RESPONSIBILITIES

Margaret Wooding School operates on the belief that all students have the right to learn. To do so means that each student needs to work toward creating a climate for learning that is positive and productive. **No student, therefore, has the right to choose behaviour that infringes upon the rights of others.**

We believe that home and school must share the responsibility for teaching children appropriate behaviour. By working together we can increase the probability that students will learn responsibility and respect for themselves and others.

Most students behave responsibly most of the time. Some students, however, may err in their judgment of what is acceptable behaviour. It is the responsibility of the school staff to inform students when they have chosen inappropriate behaviour, and to outline measures to assist them in choosing more appropriate behaviours in the future. **Our goal is to help students see that they are responsible for their own behaviour and must be in control of themselves.**

There are a number of different classroom and school rules. The basic underlying theme for all of these is respect and responsibility. This means respect for staff, peers, visitors, oneself, and school property, and responsibility in completing school work, supporting the learning of yourself and others, and maintaining a positive attitude. Classroom teachers, along with students, will develop individual classroom rules to help encourage positive behaviours.

MARGARET WOODING SCHOOL BEHAVIOUR POLICY

The Margaret Wooding School Behaviour Policy has been developed to reflect the values and policies laid out in the **Alberta**

Education Act, which states:

A student shall conduct himself or herself so as to reasonably comply with the following Code of Conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) 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;
- (h) 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;
- (i) positively contribute to the student's school and community.

A. Expectations for Positive Behaviour

Rule	Examples of Expected Behavior	Reasons for Expected Behavior
Students are to be on time for school as well as attend school regularly	-being on time for school -having good attendance	-being late interrupts both the teacher and classmates -good attendance helps us to have success in school -good attendance allows us to enjoy school activities such as sports, music, and art -good attendance keeps us up-to-date with our work -good attendance encourages responsibility
Students are responsible for their learning	-coming to school with supplies (pencil, eraser, scribblers, etc.) -having a positive attitude -completing work in class and at home to the best of our ability	-cooperative behaviour helps to build a healthy learning environment -develops skills needed to get along with others -helps us to feel good about ourselves -encourages life-long cooperation and teamwork skills
Students are to be polite and to take part in group activities	-sharing ideas, materials, and responsibilities -listening to others -helping others when asked to do so -following instructions	-cooperative behaviour helps to build a healthy learning environment -develops skills needed to get along with others -helps us to feel good about ourselves -encourages life-long cooperation and teamwork skills
Students are to wear clothing appropriate for school	-removal of hats before entering the school -being dressed for cold weather (hats, mittens, gloves, boots, etc.) -t-shirts, hats, etc., should only have "positive" comments on them	-the wearing of appropriate clothing supports a positive learning environment -dressing properly helps us to keep healthy
Students are to be honest	-taking responsibility for our actions -telling the truth -asking permission before using others' belongings or property -playing fair	-honesty promotes trust and builds good manners and respect
Students are to demonstrate a sense of respect for school property	-students are to treat all school property with care: textbooks, library books, classroom materials, furniture, playground equipment, gym equip. -students are to put garbage into the waste cans	-treating property with respect saves money, keeps the school environment healthy and safe, and promotes a positive public image
Students are to show respect for the personal space, well-being and safety of others	-cooperating with others -good manners -move about the school in a safe manner -enter and leave in a safe manner -follow all bus safety rules	-cooperating with others by respecting their personal space promotes courtesy and safety in the school environment -following bus safety rules keeps everyone safe
Students are to be considerate of others	-speak to others in a friendly manner -obeying school rules -obeying classroom rules -good manners when speaking to all staff members and visitors -friendly greetings -honest apologies when required -using appropriate language -speak out in class when appropriate -respect for human differences -concern for others	-everyone has the right to be treated with good manners -boosts school morale -promotes a pleasant learning environment -students must show respect for their peers, teachers, adults, the school, and their community -accept differences in others -helping each other builds a strong community

B. Consequences of Positive Behaviour

Margaret Wooding School believes in the importance of recognition for positive behaviours in our school. Positive behaviours help to foster a climate that promotes feelings of safety, trust, and respect, all critical factors for exceptional student learning. Students will receive positive reinforcement in a variety of forms. Simple thank yous, positive calls home, student of the week slips, student of the month recognition, classroom parties, and participation in special activities are just a sample of methods of positive reinforcement in our school.

C. Consequences of Negative Behavior

Minor / 1st Time Offenses

Appropriate discipline will be administered by the staff member in closest proximity to the offender at the time of the offence. Typical discipline measures used might include detention, extra work, removal of extracurricular privileges, removal from the classroom, and any other well-defined natural consequences for the student's actions.

Please note: In the case of serious or dangerous infractions, the school reserves the right to proceed to higher levels of consequences as deemed appropriate.

Serious/Repeat Offenses

Appropriate discipline will be administered by the school principal or vice-principal, and parents will be notified. Typical discipline measures, in addition to those listed above may include in-school suspensions and out-of-school suspensions to a maximum of 5 days, depending on the severity of the infraction.

Illegal/Dangerous Offenses

If a student's misbehaviour is of an illegal nature or deemed dangerous to other students and staff, the offender may receive an out-of-school suspension. Further actions may be taken as deemed appropriate. Student possession and/or use of alcohol or any other substance abuse at school may result in an out of school suspension. Throughout this process, counseling for students will be made available through our Family School Liaison Worker.

Confiscated items: Staff at Margaret Wooding School may confiscate items that are deemed inappropriate or are being misused. In most cases these items will be returned at the end of the day, however, some items may be held for longer times. Items that are illegal or dangerous may be taken and destroyed

SUSPENSION POLICY

The following forms of suspension may be used in the school at the discretion of the teachers, the principal, or the Board:

1. Short Term Suspension Goal: To reduce a potentially volatile situation until the teacher and student can address the situation with the administration and/or parents. The teacher may choose to exclude the student from class (for a duration up to one period), whereby the student will either be located in the hallway or in the office. Parents will be notified as required, at the discretion of the teacher.
2. In-School Suspension Goal: Determined by administration, in-school suspensions can vary in length from a half day to three days, depending on the severity of the incident and/or the child's behavior history, for the following purposes:
 - a) to provide a positive alternative to out-of-school suspensions
 - b) to provide a consequence for serious infractions of school policies
 - c) to provide the student the opportunity to remain current with course assignments and to have access to support if time permits.
3. Out-of-School Suspension Goal: to remove a student who does not appear willing to change the behavior or attitude that caused the incident. Parents will be notified that day if at all possible and the student will receive a letter to take home to inform both the parents and the student of the suspension details. The student will be sent home as soon as parents can be notified or at the end of the school day.

The following conditions apply to the **in-school suspension**:

- a) student must bring a lunch
- b) washroom breaks must be taken while other classes are in session; or student may use office facilities
- c) the student must report directly to the office upon arriving, must get their class assignments, and must report immediately to the suspension area. No loitering or visiting with other students is permitted.
- d) The student is expected to do all work that is assigned during their suspension, both by their regular teachers and the administration.
- e) The student will not be allowed to attend or participate in any extracurricular school activities while under suspension.
- f) Violations of these conditions could result in an extension of the suspension or further administrative action being taken.
- g) When appropriate, a suspension of extracurricular activities may also occur as determined by administration.



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,

A handwritten signature in black ink, appearing to read "Mark Heinricks", written over a light blue horizontal line.

Mark Heinricks
Deputy Superintendent of Schools