



I.F. COX
SCHOOL

2025-2026
Handbook

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Inspire



Engage



Balance



School Mission Statement

“Isabel F. Cox School strives to inspire, engage, and balance academic learning with strong character development. We demonstrate and encourage respect for ourselves, others and our environment.”

Welcome

Welcome to the Isabel F. Cox School community. This booklet is designed to supply your family with basic information about our school.

School Address:

339 3rd Street S.E.
Redcliff, Alberta T0J 2P0

Office Hours:

Monday to Friday 7:45 am – 3:45 pm

Phone: (403) 548-3449

Website: www.ifcox.com

Facebook: I.F.Cox School-Redcliff, AB

Communication

Communication between home and school is crucial for student success. To keep you informed, your child will bring home a clear folder each day after school. This folder will contain important notes, memos, and other items that require your attention. Please make it a habit to check this folder daily. If you need to send a note to the school or return completed forms, please place them inside the folder, as these are checked each morning by the classroom teachers.

In addition to the folder, teachers will be using SeeSaw to share weekly learning goals and photos of students participating in classroom activities. SeeSaw also allows for private messaging, making it a convenient way to communicate with teachers. However, please be aware that teachers may not access SeeSaw during the school day. For urgent matters, contact the school office directly.

Please note that some teachers may rely primarily on SeeSaw for communication and may have phased out the use of the take-home folder due to the success of the platform.

At the beginning of each month, we will send a newsletter and calendar home via SeeSaw to keep families informed about upcoming events. If you prefer to receive a paper copy, please contact the office. You can also stay updated by visiting the school website or following us on Facebook.

Your child's teacher is the best source of information regarding your child's progress. However, during instructional time, teachers are focused on working with their students. Please arrange a meeting time with your child's teacher either before or after school, and they will be happy to discuss your child's progress and ways to support their education. If there is an assistant in your child's classroom, please refrain from asking them for information about student progress or programming, as this is the teacher's role. Additionally, we ask that you do not contact staff at home unless it is an emergency, as we encourage staff to maintain a healthy work-life balance and have time for their own families.

We encourage all children to arrive on time for school. Supervision begins outside at 8:10 am. Students who arrive late should enter through the main door and check in with the secretary before going to their classroom. All exterior doors are locked, but there is a doorbell at the front office door. Morning programs begin at 8:20 am, and we have morning announcements at 8:28 am. This is a great time to greet everyone and share important information about daily or upcoming events. Children in grade three have the opportunity to be little announcers, and their announcements can be viewed live via video feed on each classroom's Smart Board.

Please feel free to reach out to the office staff at any time if you have questions or concerns.

School Operating Hours 2024-2025

Junior Kindergarten

Morning programs:

8:20 – 11:05 (M/W/F)

Afternoon Programs:

12:05 – 2:50 (M/W/F)

Kindergarten

Full-day programs

Start: 8:20-2:55

Lunch: 11:05 – 11:35

Recess: 11:35 – 12:05

Half-day program

Morning

8:20-11:05

Afternoon

12:05-2:50

Grade 1-3

Start: 8:20

Snack: 10:00-10:15

Recess 10:15-10:30

Recess 12:00-12:30

Lunch 12:30-1:00

Dismissal: 2:55

I.F. Cox School Staff 2024-2025

Mrs. Cara Motz
Mrs. Tracy Frank
Junior Kindergarten
Mr. Glen Nixdorf

Principal
Vice Principal

Kindergarten

Mrs. Jennifer Hodgson KA/KC
Mrs. Tracy Frank KB
Mrs. Tammy Harvey Learn and Explore

Grade One

Mrs. Leslie Beaudoin 1A
Mrs. Ashley Molzan 1B
Mrs. Lana Coston 1C

Grade Two

Mrs. Elizabeth Breneman 2A
Mrs. Michelle Wallin 2D
Ms. Danielle Martin 2/3

Grade Three

Mrs. Stacey Sleeking 3A
Ms. Dakota Varga 3B
Mr. Clayton Montoya 3C

Specialized Teaching

Mrs. Kendra Oxamitny Learning Support
Mrs. Danelle Albrecht Learning Support
Mr. Connor Day Music

Office Staff

Ms. Stacy McCarthy Administrative Assistant
Mrs. Cheryl MacDonald Library Technician

Teacher Assistants

| | | |
|-------------------------|--------------------|-------------------------------------|
| Mrs. Sandy Stewart | Ms. Darlene Irving | Mrs. Joy Sloan |
| Mrs. Lindsey Bonogofski | Mrs. Loreen Lawson | Mrs. Caroline Skillstad |
| Ms. Krista Denty | Mrs. Kim Angle | Mrs. Tammy Harvey |
| Ms. Amber Thome | Mrs. Charity Marks | Ms. Savannah Wenzel |
| Mrs. Kim O'Dell | Ms. Michelle Nolan | Mrs. Elly Berger |
| | Ms. Tina McIlmoyl | Mrs. Corinna Fehr |

Student Wellness Coach (SWC)

Mrs. Ashton Goehring

Nutrition Coordinator

Mrs. Destiny Currence

Housekeepers

Mr. Wayne Getz
Mr. Tony Fehr
Mr. Kady Grant

School Council

| Position | Name |
|----------------|---------------|
| President | Tobi Ceh |
| Vice-President | Jodi Williams |
| Secretary | Stacey Craats |
| Treasurer | Robyn Orthner |

I.F. Cox School Council is an integral part of our school community, providing support through financial contributions, volunteer activities, advisory work, and oversight of the school's childcare programs. Did you know that the School Council provides online learning resources and equipment that our students use throughout the year? We also fund field trips and unique learning experiences that enrich our children's learning.

The School Council serves as the governing body for our child care programs and represents the parents' voice, offering feedback to school and division administration on long-term plans and decisions that affect our students now and in the future.

School Council meetings are held monthly throughout the school year and are open to all I.F. Cox parents/guardians, as well as interested community members. The School Council Executive consists of four volunteer positions: President, Vice President, Treasurer, and Secretary, who provide leadership and direction for council activities and events.

We encourage all parents, guardians, grandparents, family members, and community members to get involved in our school community. Participating in School Council meetings and volunteer activities is a wonderful way to support our staff and students and to stay informed and engaged with the important things happening at our school each day!

Childcare

Our Parent Advisory Association runs two childcare programs at our school.

Before and After School Program

Isabel F. Cox School offers a "Before and After" school program in the gym to provide childcare for parents. The program runs from 7:00 a.m. to 8:20 a.m. before school and from 2:55 p.m. to 5:45 p.m. after school. The program coordinator is Caroline Skillstad. For more information, please contact her at 403-952-2152.

Kindercare

Childcare is also available for children registered in Kindergarten, Learn & Explore, or Junior Kindergarten. This service runs from 7:00 a.m. to 5:45 p.m. and operates during the times when children are not engaged in their kindergarten programming. For more information, please contact Joanne Burns at the school at 403-548-3449, extension 3505.

School Fees and School Supplies

Junior Kindergarten fees are \$150.00 each month.

JK supplies are included. Some fees are waived through government-funded early intervention. Fees can be paid in full in September or monthly. As this is an optional program, unpaid fees will result in discontinued enrollment.

Kindergarten

| | |
|---|--|
| Part-time | \$50.00/year to cover supplies |
| Learn & Explore (Licensed through Kindercare) | \$200 (school hours) \$230.00 (part-time hours) \$326.00 (Full-time hours) |

Full-time Kindergarten fees may be paid in full in September or every month at the beginning of each month. As this is an optional program and not funded by the Alberta Government, we charge parents to cover staff salaries and supplies. Please note that unpaid monthly fees may result in the discontinuation of the program.

Grade 1-3

School fees are \$75.00 per year. These fees cover the cost of school supplies, technology upkeep, and take-home folders.

Attendance

Regular attendance is crucial for student success. Consistent attendance helps children stay engaged with their learning, build strong relationships with their peers and teachers, and develop important habits for their future academic and professional lives. Every day of school provides valuable opportunities for growth and learning, and missing school can lead to gaps in understanding that may be difficult to fill later. We encourage parents to support their child's education by ensuring they attend school regularly and arrive on time each day. Together, we can help our students achieve their full potential.

Student Belongings

Students are responsible for their own personal belongings. To help ensure items are returned if lost, please label all personal items, including outerwear and footwear, with your child's name. Lost items can be found in the Lost and Found bins located in each boot room. At the end of each month, any unclaimed items are donated to the Salvation Army.

We participate in a yearly fundraiser that offers printed labels for your child's belongings. If you're interested, you can visit <http://campaigns.mabelslabels.com> to order labels. For the benefit of all students, we ask that children not bring toys, games, or phones from home.

School Programs

Music

We believe that music is essential for young children's development. Our school employs a qualified music teacher on a half-time basis, ensuring that every student receives weekly music classes. Additionally, we offer a choir program for students in Grades 2 and 3, which takes place during the noon hours. Our students participate annually in the Medicine Hat Folk Festival and Kaleidoscope, and they also perform at our Remembrance Day Assembly and various other events throughout the year.

Arts and Cultural Activities

Each class receives regular instruction in the visual arts. As you walk through our hallways, you will see student artwork displayed on our bulletin boards. Selected pieces of student art are showcased in the Prairie Rose Art Show, Kaleidoscope, and the School Art Exhibit at the Esplanade. Additionally, we host several exhibitions from the Traveling Art Show (TREX) throughout the year, so be sure to keep an eye out for these displays in our hallways.

Daily Physical Activity

All students participate in daily physical activity at Isabel F. Cox School. We also encourage them to stay active during recess and after school. To promote physical fitness and support worthwhile causes, we participate in events such as the Terry Fox Run, the Kinsmen Skate-a-thon, and Jump Rope for Heart. These activities provide additional opportunities for students to be active while contributing to important causes.

TNT - Try New Things

We will be offering two 6-week sessions of options classes for all our Grade 1-3 students. Each student will have the opportunity to choose from a variety of options. These classes will take place on scheduled Fridays from 1:45 to 2:45, where students will work in cross-graded groups on activities of their choice. We are excited to continue this program and enhance our students' learning experiences. If you, or a community member you know, has a skill that could be shared with our students, please let us know.

TNT Session 1: October 17 - November 28

TNT Session 2: April 17 - May 29

First Nations, Metis and Inuit Programming

We believe it is important to acknowledge and celebrate the significant role Indigenous Peoples have played in shaping this country. Throughout the year, students of all grades will learn about First Nations, Métis, and Inuit cultures and histories through various subjects. We are committed to incorporating these important outcomes into our curriculum and celebrating the rich traditions and contributions of Indigenous Peoples in our area.

Report Cards

Report cards are a valuable opportunity to communicate your child's performance in school. If you have any questions or concerns about what the report card indicates or how your child is doing, please reach out to your child's teacher.

Our first report card will be called a "Progress Report" and will be sent home in October. This report will provide an early overview of how students are progressing and help set goals for the year. Parent-teacher conferences will be scheduled for the following week, after school. Prior to the conference, we will ask you to work with your child to complete a document similar to the one provided below.



The form is titled "Two Stars and a Wish" in a playful, rounded font. Below the title is a line for "Child's Name". The first section is labeled "Write 2 things you think make your child a **SHINING STAR**." and contains two star icons, each followed by three horizontal lines for writing. The second section is labeled "Write 1 thing that you **WISH** For your child to accomplish (or improve upon) this year." and contains a shooting star icon followed by three horizontal lines for writing.

Our second report cards will be sent home in February, and the final report card will be sent home on the last student day in June.

| | |
|----------------------------|-------------------------|
| Progress Reports | October 24, 2025 |
| Goal Setting Meetings | October 28 and 29, 2025 |
| Report Card 2 | February 13, 2026 |
| Parent Teacher Conferences | February 25, 2026 |
| Report Card 3 | June 25, 2026 |

Behaviour

Shout Outs

Students will receive a coupon and a small prize when they are caught exhibiting positive behavior or doing something good in school. During our monthly assemblies, we hold a draw for each grade level to honor students who have made great choices. Look out for ticket stubs that will come home with an explanation of why your child received a "Shout Out!"

Give Me Five

To get students' attention during large group gatherings, a teacher will hold up his/her hand and ask the students to "Give me 5".

This means:

- Eyes are watching
- Ears are listening
- Lips are closed
- Hands are still
- Feet are quiet



Our hope is that all students in the school will recognize this cue and be attentive when it is given in any situation. Our main goal is to use this during assemblies and large presentations, but it may be used in classrooms as well.

School Rules

To ensure the safety of everyone at our school, we have established a set of consistent rules that will be taught to students by their homeroom teachers. We kindly ask that parents also adhere to these rules and assist in reinforcing them. Your cooperation helps create a safe and respectful environment for all.

1. Please walk on the right side of the hallways to ensure safety. Running can pose risks and cause accidents.
2. Food should be eaten while seated, inside the school. Moving around while eating can lead to choking hazards. Additionally, keeping food off the playground helps prevent food waste, which can attract wasps.
3. When entering the school, please have children place their outdoor shoes on their assigned rack and wear their inside gym shoes. This practice helps keep harmful bacteria, such as pet waste, out of the school and maintains the condition of our freshly finished gym floor.
4. Pets should be kept outside the fenced playground area or at a distance from where children are playing. Many children are afraid of animals, and some may have allergies to pets.

5. Children are not allowed in classrooms or storage rooms unattended.

6. Supervision on the playground begins at 8:10 a.m. Please do not send children before this time.

7. We ask that children remain outside until the bell rings at 8:20 a.m., as there is no supervision inside the school before this time.

Code of Conduct

At Isabel F. Cox School, staff, students, and parents are committed to creating and maintaining a safe, caring, and calm environment conducive to purposeful learning.

These expectations apply to behaviour both at school and during school-organized or sponsored activities. In certain cases, behaviour beyond these contexts, including online conduct, may also be addressed by the school if it negatively affects the safe, caring, or orderly environment of the school or impacts student learning.

We believe in the equality of all individuals in terms of dignity, rights, and responsibilities, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

Students are expected to refrain from engaging in bullying, cyberbullying, harassment, intimidation, threats, or violent behaviour while at school, at school-related activities, or in any situation where such behaviour impacts the school environment.

Please note that special considerations may be made for students if they are unable to fully comply with our Code of Conduct due to intellectual, physical, sensory, emotional, or behavioural disabilities.

At all times, students are expected to:

- Respect themselves, the school, and the rights of others.
- Honour diversity and foster a sense of belonging for all.
- Refrain from and refuse to tolerate bullying or bullying behaviour, and report such incidents, even if they occur outside of school hours or online.
- Inform a trusted adult promptly about any incidents of bullying or other safety concerns.
- Be prepared to learn and strive to do their best.
- Understand and follow the school's rules.
- Cooperate with all school staff.
- Use technology in a safe and responsible manner.

Consequences for Code of Conduct Infractions

When appropriate, students are encouraged to participate in the development of meaningful consequences for infractions of the Code of Conduct. Students will work with teachers and staff to “make things right” if they have caused harm.

Consequences will be tailored to the student’s age, maturity, and developmental level.

Level 1

For minor violations of the Code of Conduct, a staff member will address the behaviour directly with the student. The following consequences may be used to encourage more positive behaviour:

- Reminder/informal discussion
- Use of problem-solving techniques
- Verbal or written warning
- Contact with parents/guardians by the classroom teacher
- Separation from peers
- Written or verbal apology
- Restitution for damage
- Loss of privileges
- Additional responsibilities

Level 2

For repeated or more serious violations of the Code of Conduct, a staff member will address the behaviour directly with the student. The following consequences may be used to encourage more positive behaviour:

- Any consequences from **Level 1**
- Directly supervised recess/lunchtime activity
- Contact with parents/guardians by the teacher and/or administration
- Creation of a behaviour contract or plan
- Removal from the classroom/situation

Level 3

For incidents of a more serious nature, students will be referred to an administrator. When determining the level of consequence, the nature and severity of the infraction, the intent behind it, and its frequency will be considered. All disciplinary decisions are made with consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- Any consequences from **Level 1** and/or **Level 2**
- Referral to a SWC
- Administration is involved in the discussion/planning of consequences
- Parent/Guardian meeting
- Lunchtime suspensions
- In-school suspensions
- If there is a threat of risk to others, an ARTO will be completed.

Level 4

In accordance with the School Act, the Prairie Rose School Division authorises the principal to suspend a student. Suspension may be considered if a student's behaviour has a harmful effect on the well-being or safety of other students, or if there is significant vandalism to school, student, or staff property. Such actions disrupt the learning environment and impact the overall school community.

Thank you for your support in helping us maintain a safe and orderly environment at our school.

School Supports

Inclusive Education Services

Our Learning Support Teacher (LST) is Mrs. Kendra Oxamitny, with Mrs. Danelle Albrecht also assisting in this role. Together, they coordinate the inclusive education services for our school.

We are committed to being proactive, responsive, and flexible as we program for students with a variety of needs. We assess the needs of all our students and strive to provide appropriate programming. Occasionally, a child may need extra support or accommodations to succeed in the classroom. Some students might require additional services from outside agencies to meet their needs. We have various therapists and resources available within our school to support these students.

Student Experiences Team

Assistant Superintendent: Lisa Lindsay

Student Experiences Coordinator: Cathy Hynes

Therapy Experiences Coordinator/SLP: Launa Kydd-Larochelle

Student Support Advocate: Michelle Kuzik

Resilience Strategist: Nick Paquin

Speech and Language/Occupational/Physical Assistant: Amber Stigter

Occupational Therapist: Contracted service: Advance OT

Physical Therapist: Contracted service: LEAP Physical Therapy

Psychologist: Greg Godard

Student Wellness Counsellors (SWC)

Our school is fortunate to have a Ashton Goehring as our part-time Student Wellness Counsellor. Her role involves offering school-based social and emotional counselling and support to our classrooms, students, and families. The supports available include universal classroom programs, small groups, and individual counselling. All counselling support for students is provided at school, during the school day, and is both free and confidential. Parents and guardians can refer a child by talking with their teacher or contacting Ashton directly. Individual services are offered throughout the year based on need and availability. Please feel free to reach out with any questions or to refer your child.

Cell: 403-878-3630

Email: ashtongoehring@prrd8.ca

Transportation To and From School

Please ensure both your child and their teacher are aware of how your child will be getting to and from school. Your child's teacher needs to know who is authorized to pick up your child daily and in emergencies. If there are changes to your child's usual routine, notify their teacher. For last-minute changes, it is best to call the school office. If your child rides the bus, please inform your driver of any changes. Additionally, if your child attends child care within the school, notify them of any changes as well.

Some children in our school area are eligible for bus services, while others may need to pay for this service. For questions about bussing eligibility or schedules, contact Wade Lanctot at (403) 527-5516 ext. 2303. For concerns about behaviour or safety on the bus, please contact your bus driver directly. If you want another child to ride the bus home with your child, contact the bus driver to confirm there is enough room. Both children must have a written note from their parents granting permission, which should be presented to the office early in the day to obtain a bus pass. The more notice we receive, the better.

Children riding the bus are dropped off and picked up at the East side of the school, where staff supervise the area daily. Please do not park in the bus area. To ensure your child's safety, cross the street at designated crosswalks. If a school bus route is running more than 20 minutes late, an effort will be made to inform parents of the delay via School Messenger.

Bicycles

The school is not responsible for the loss or damage of bicycles or helmets. Upon entering school grounds, students should walk their bicycles or scooters to the designated bike racks, as riding on school grounds is not permitted due to safety concerns during busy times. Bicycles should be locked in the bike racks, and helmets should be taken inside during school hours. We also have a small parking area for scooters inside the Grade 2/3 boot room.

Inclement Weather and Indoor Recesses

Except when unforeseen circumstances occur, Prairie Rose Public Schools will begin from the premise that all schools will remain open, as scheduled in the annual School Calendar. The Superintendent and/or Deputy Superintendent are the individuals who will decide whether or not a school remains open.

Should a school be closed, the following process will be followed:

- a. The decision to close the school will be communicated to parents and staff as soon as possible, initiated as early as 6:15 a.m.
- b. Notification of school closures will be provided to the Director of Communications and the Director of Transportation.
- c. Parents and staff 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. Bus drivers will be notified of the cancellation of buses and of school closures by the Director of Transportation.
- e. The Directors of Communication or Transportation will update the School/Bus Cancellation page of the division website.
- f. The principal will ensure that all school-based staff receive a communication of school closure with additional instructions.

Policy T201

Whenever possible, children will be sent outdoors to enjoy their recesses, as we find that they perform better after having a fresh air break. Please ensure your child is dressed appropriately for the weather. Children will only be kept indoors if temperatures are severe.

Bus Cancellations

The Superintendent or designate, in consultation with the Director of Transportation, may give consideration to cancelling bus routes at the Division level. Bus drivers are expected to use their discretion in deciding whether or not to operate their specific bus route. Consultation with their employer may be part of the decision-making process.

Even when some or all buses to the school may not be operating, in almost all instances, the school will remain open. Schools will have designated staff at the school to greet students and plan for an instructional day.

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. Included with this decision to send their child on the bus, there is an expectation that all parents will have their child dressed in appropriate winter attire before the child leaves their home to get on a bus. This would include, but not be limited to, winter boots, gloves, coat, and toque. **Policy T201**

Health and Safety

Training for staff

We are committed to providing the safest environment possible for our students. All staff members are encouraged to be certified in First Aid and CPR. Our staff also receives training on managing severe allergies and the proper use of EpiPens. Additionally, the administration has completed Threat Assessment Training to enhance our school's safety measures.

Supervision

Our playground is supervised 10 minutes before school starts in the morning and immediately after dismissal in the afternoon. All students are expected to go home immediately following school unless an adult or caregiver is present to supervise them. We do not allow students to play on the playground after school without a caregiver present. During recess and lunch hours, staff will ensure the playground is well supervised at all times. Supervisors will carry two-way radios or a cell phone for communication.

Footwear

Please ensure that your child's footwear is safe for both the playground and school activities. Shoes with heels can be very dangerous on playground equipment and while running. We recommend that your child have a good pair of running shoes for physical education classes. Additionally, it is best if their indoor shoes do not have black-bottomed soles.

Head Lice

If a case of head lice is discovered in a child, the parents of the affected child will be notified. Head lice is a parental responsibility. If you have questions regarding treatment, please contact your local health unit.

Health Link

A helpful 24-hour service for health advice is Alberta Health Link at 1-866-408-5465.

Administering Medication

School staff are not permitted to administer any medication without the appropriate consent forms. All medication must be kept in its original container. Non-prescription medication forms need to be signed by a parent, while prescription medication administration forms must be signed by a doctor or pharmacist. These forms, along with the medication policy, are available on the school website under "Documents" or can be obtained from the school office.

Food Programs

At Isabel F. Cox School, we believe that healthy eating plays a crucial role in student learning and well-being. We actively encourage and support healthy eating habits in our school through various initiatives. For the 2024-2025 school year, I.F. Cox will continue to receive a grant that allows us to provide lunch to every full-time student. A menu featuring a variety of hot and cold lunches will be included in the monthly newsletter, with one selection available each day. If your child prefers not to eat the provided lunch on a given day, please ensure they bring lunch from home.

Additionally, we offer a turkey lunch for all students and staff at Christmas and a ham lunch before Easter.

Our Food Coordinator this year is Destiny Currence. If you are interested in volunteering to assist with our food programs, please contact her at 403-548-5423.

Allergies

As the number of children with food allergies increases, we discourage students from sharing lunches. We have several students at Isabel F. Cox School with severe, life-threatening nut allergies. To ensure their safety, we make every effort to prevent products containing nuts from entering our school. We kindly ask parents not to send items containing nuts with their children. If we discover an item containing nuts in your child's lunch, we will safely pack it back into their lunch kit and send it home.

For children with severe allergies, we have specific protocols in place to keep them safe. Parents are required to complete the appropriate forms (available on our website), discuss their child's allergy with the school, and provide an EpiPen.

Breakfast/Snack Program

We encourage parents to ensure their children start the day with a healthy breakfast at home. For those who miss this opportunity, breakfast is available at the school kitchen from 8:20 to 8:30 a.m. Students are also encouraged to bring a few snacks to enjoy throughout the day. If additional snacks are needed, extra items are available in the kitchen.

Important Dates

September

| | |
|-------|---|
| 2 | First full day for grade 2 and 3 students |
| 2 | Grade 1 – scheduled orientation times |
| 3 | First full day for grade 1 |
| 2/3 | Scheduled orientation days for Kindergarten students |
| 4 | First Day of Regular Classes for Kindergarten |
| 2-5 | Scheduled orientation days for Junior Kindergarten students |
| 8 | First day of regular classes for Junior Kindergarten |
| 12 | Terry Fox Run/Orange Shirt Day |
| 23/24 | Book Fair |
| 24 | Welcome Back BBQ/ Parent Council Meeting |
| 12 | Terry Fox Run |
| 29 | Orange Shirt Day |
| 30 | Truth and Reconciliation Day - No School - SI Day |

October

| | |
|-------|---|
| 10 | No School - School Improvement (SI) Day |
| 13 | No School - Thanksgiving |
| 15 | School Photos |
| 17 | TNT Session 1 Begins |
| 24 | Progress Reports |
| 28/29 | Goal Setting Meetings |
| 30 | SI Day/Truth and Reconciliation |
| 31 | Halloween/No TNT |

November

| | |
|----|-----------------------------|
| 2 | Daylight Saving Time Ends |
| 5 | Remembrance Day Ceremony |
| 7 | No School - DI Day |
| 10 | No School - SI Day |
| 11 | No School - Remembrance Day |
| 28 | TNT Session 1 Ends |

December

| | |
|----|-----------------------------------|
| 10 | Family Fun Night |
| 18 | Turkey Lunch - for students/staff |
| 19 | 2:00 dismissal |

January

| | |
|----|--------------------|
| 5 | First day back |
| 28 | No School - SI Day |

February

| | |
|----|------------------------|
| 13 | Report Cards |
| 14 | Valentine's Day |
| 16 | No School - Family Day |

17/18 No School - School Holiday
19/20 No School - Teachers Convention
25 Parent Teacher Conferences

March

8 Daylight Saving Time Starts
20 No School - SI Day

April

2 Ham Dinner
3-12 Easter Break
13 First Day Back
17 TNT Session 2 Begins
24 SI Day

May

13 Exhibition of Learning
15 No School - School Improvement Day
18 No School - Victoria Day
29 TNT - Session 2 Ends

June

23 Pancake Breakfast
25 Last student day - 2:00 Dismissal
26 Last teacher day

August 30, 2024

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 Heinricks
Deputy Superintendent of Schools

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Trauma-Informed Practices; www.cctatr.com.

In closing, we wish to extend our sincere gratitude for your ongoing support and commitment to our school community. We value the partnership between home and school, and recognize the important role families play in supporting student learning and development. Together, we strive to foster an environment where every child is encouraged to grow academically, socially, and emotionally.

As we look ahead to the coming school year, we remain dedicated to providing high-quality learning experiences in a safe, supportive, and inclusive setting. With your continued partnership, we are confident that our students will thrive and reach their full potential. Thank you for entrusting us with this important responsibility.

With respect,
Mrs. Cara Motz

