



PRAIRIE WATERS ELEMENTARY SCHOOL

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Mrs. Karen Fillier, Principal Mr. Norman Ellis, Assistant Principal

2024 – 2025 Student/Parent Handbook



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Message from Administration

Dear Students and Parents,

Welcome to another exciting year at PWE! As your principal, it is my pleasure to welcome you to a community where diversity, inquiry, respect, accountability, and safety are not just words, but values we live by every day.

Our Philosophy

Curiosity and a love for learning are at the heart of our educational philosophy. We encourage students to ask questions, explore new ideas, and engage deeply with their subjects. Our teachers are dedicated to fostering an environment where inquiry is welcomed and intellectual risk-taking is encouraged. We believe that through inquiry, students develop critical thinking skills and a lifelong passion for knowledge.

We also celebrate the rich tapestry of cultures, backgrounds, and perspectives that make up our school community. Diversity is our strength, and we are committed to creating an inclusive environment where every student feels valued and respected. We believe that exposure to multiple ideas, ways of seeing, and experiences enhances learning and prepares our students to thrive in a global society.

Respect, Accountability, Safety

Respect is the foundation of our school culture. We strive to treat each other with kindness, empathy, and understanding. By respecting ourselves, others, and our environment, we create a positive and productive atmosphere where everyone can succeed. We expect all members of our school community to demonstrate respect in their interactions and to uphold the values that make our school a welcoming and nurturing place.

We believe in the importance of accountability at all levels of our school community. Students are encouraged to take responsibility for their learning and behavior, while staff are committed to delivering high-quality education and support. Parents are vital partners in this process, and we value their active involvement in their children's education. Together, we create a culture of accountability that drives excellence and continuous improvement.

The safety of our students, staff, and visitors is our top priority. We are committed to providing a secure and supportive learning environment where everyone can focus on their growth and development without fear. We encourage everyone to be vigilant and proactive in maintaining a safe school community for all.

As we embark on this new school year, I am confident that by working together, we can achieve great things. Here's to a successful year of learning ahead!

Warmly,

Karen Fillier & Norman Ellis
Principal Assistant Principal

Mission

At Prairie Waters, we facilitate every learner's unique pursuit of understanding through engaging, purposeful, collaborative experiences which empower each person to positively impact our diverse, ever-changing world.

Vision and Foundational Statements

A place where we love to learn together.

The rigorous development of multiple literacies is at the heart of what we do as an elementary school.

We are all learners...

- We believe diversity should be honored and celebrated. A safe and inclusive environment is essential to learning. All learners have inherent value and make unique contributions to our community.
- We believe engagement leads to learning. We are engaged when our learning is connected, purposeful, personal, and relevant. Learning is strengthened with choice, ownership, and appropriate challenge.
- We believe collaboration is vital to our understanding and growth as learners. All learners are empowered to interact with experts and access the resources and tools required to enhance their learning. Enriched learning is the result of shared priorities between home, school and community.
- We believe learners construct understanding and knowledge through inquiry. Risk-taking, mistakes, reflection, and feedback are essential to the development of understanding.
- We believe we can all make a difference. Learners are empowered to take initiative, to solve problems and take action.

...Learning never ends.



We are an International Baccalaureate School

International Baccalaureate Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through inter-cultural understanding and respect.

To this end, the IBO works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong

learners who understand that other people, with their differences, can also be right.

What is the PYP?

The Primary Years Programme (PYP) is the primary programme, for children aged 3-12, offered by the International Baccalaureate (IB). The PYP is an inclusive program, which means that every student that is registered in the school is engaged in the PYP. There are no special requirements or selection process involved. The PYP focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. Students are supported in developing 21st century skills, using a constructivist approach where students build on their prior knowledge in order to develop a deeper understanding of the world around them.

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. They do this by demonstrating the IB Learner Profile.

International Mindedness at Prairie Waters

At Prairie Waters, we believe that global citizenship is an integral part of education. To be a global citizen is to understand and promote basic human rights, to know the nature of our physical and social world, and to be aware that our actions have an impact on others and our planet. This is best accomplished by knowing ourselves and knowing our place in the world through the cultural backgrounds of all members of our community. Through this knowledge, we strive for a level of empathy that will direct our actions and enable all of us to be positive contributing members, with a strong sense of service, to our local and global community.

More information about IB and the PYP can be found in the PYP Handbook.

PBIS – Positive Behaviour Interventions and Supports

PBIS is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

PBIS Establishes a Healthy School Culture and Climate

Prairie Waters culture is a reflection of the people learning and working within the community – students, their families, and their teachers alike. Our school-wide community has co-created the school's culture and established a climate where everyone feels welcome and seen.

PBIS Increases Student Engagement and Instructional Time

Prairie Waters has school-wide expectations for all students setting the tone for the classroom. Our teachers spend time getting to know your students and use strategies to deepen connections every day, building a healthy classroom environment. When students have clear expectations, are regularly acknowledged for the things they do well, and receive instructional consequences more often than exclusionary ones, they are going to spend more time in class than out of it. Not only that, but students are also more engaged in instruction.

PBIS Empowers Students to Play a Central Role in their Education

At Prairie Waters our PBIS framework defines positive expectations like respectful and kind and teaches students skills to help create the environment they want to see. Within the PBIS framework, students have lower levels of unwanted behaviors and higher levels of positive, prosocial behaviors and emotion regulation.

PBIS Reduces Inequities in Discipline

Prairie Waters has aligned our school-wide expectations with the values and experiences of our students and their families, establishing school as part of their community, creating consistency across their contexts, and reducing everyone's assumptions about expected behaviors at school.

PBIS Reduces Teacher Burnout

Safe, predictable, consistent schools are good for everyone, teachers too. As Prairie Waters PBIS implementation moves forward, teachers will feel less emotionally exhausted, more connected to their students' perceptions of their class, a greater sense of accomplishment in their work, and overall, more capable in their abilities as teachers to guide the students' learning.

Prairie Waters PBIS Pillars

At Prairie Waters we value, promote, and reward RESPECT, ACCOUNTABILITY, AND SAFETY related behaviours in our students. Our "Caught You Being Expected" tickets remind students that expected behaviour makes the school community a safer, positive, and more comfortable learning environment.

Look for our PBIS matrixes reminding students of different expectations in different learning environments throughout the school.

Restorative Practice

Restorative Practices helps in creating a healthy, supportive environment that helps students grow and make positive changes in their lives. Restorative Practices is an explicit framework that works **with** them, rather than **to** them or **for** them. The aim of Restorative Practices is to develop community and manage conflict and tensions by repairing harm and restoring relationships. Restorative Practices focuses on holding individuals accountable for their choices and behaviour by involving them in face-to-face encounters with the people they have affected with their choices. In this process, the individuals are responsible in determining how amends will be made so that everyone can move forward in a positive way maintaining respect and kindness.

The real work of restorative practice occurs before anything negative or unexpected occurs as we follow the 80/20 rule where 80% of the time there is proactive coaching, modelling, practicing, and problem solving in the classroom, the hallways, the playground, and any other location where there is potential for negative emotions to happen.

Child Development Advisor (CDA)

The CDA. provides valuable support systems and advice to assist students and families with behaviour and emotional difficulties. We are fortunate to have two CDAs that ensure every student needing support has access to the help they need. The program offers a full range of services at the school which includes proactive and preventative programs, as well as intervention with issues that have already been identified. Please check out our [website](#) for more information and resources our CDAs can assist you and our students with.

School Board / Education Support Centre / Prairie Waters Administrators

School Board	Chairperson Trustee	Fiona Gilbert Shali Baziuk
Education Support Centre	Superintendent Area Director	Greg Luterbach Garry Bell
Prairie Waters Administration	Principal Assistant Principal	Karen Fillier Norman Ellis

Rocky View Schools and Prairie Waters is a Respectful Workplace

We appreciate all parents as they respectfully communicate all concerns and questions through the appropriate channels and methods. We are happy to work together to best support all students. As in all respectful working and learning environments yelling and coarse language will not be accepted.

Please see:

[Welcoming, Caring, Respectful and Safe Learning and Working Environment](#)

[AP412 Workplace Violence Harassment\[68\]\[33\]](#) (rockyview.ab.ca)

Prairie Waters School Day

School entry and dismissal times can be found on the school website:

2024 – 2025 Bell Times

Bell Time for Prairie Waters Elementary 2024-2025	
Grades 1 through 6	
8:12 – 8:15 am	Student Arrival
Monday to Thursday 8:15 am – 2:47 pm	School Day
11:45 am – 12:05 pm	Gr. 1, 2, 3 Recess Gr. 4, 5, 6 Lunch
12:05 pm – 12:25 pm	Gr. 1, 2, 3 Lunch Gr. 4, 5, 6 Recess
Friday 8:15 am – 1:00 pm	School Day
11:10 am – 11:30 am	Gr. 1, 2, 3 Recess Gr. 4, 5, 6 Lunch
11:30 am – 11:50 am	Gr. 1, 2, 3 Lunch Gr. 4, 5, 6 Recess
Kindergarten AM Classes	

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8:05 am – 08:08 am	Student Arrival
Monday – Thursday and designated Friday's 8:05 am – 11:08 am	School Day
Kindergarten PM Class	
11:47 am – 11:50 am	Student Arrival
11:50 am – 2:47 pm	School Day
designated Friday's 8:05 am – 11:08 am	School Day

School Calendar

[Rocky View Schools current school calendar](#) can be found on the Rocky View Schools website at rockyview.ab.ca

Prairie Waters current school calendar provides significant dates school wide for the year, ongoing dates, and new events as they are added please see the [calendar on our school website](#).

Kindergarten Fridays are also indicated on the school's calendar.

Admission of Students

Kindergarten

This is an exciting milestone in the lives of children and their families that can help set the foundation for lifelong learning.

RVS' Kindergarten programs are offered in accordance with the Education Act and Early Childhood Services Regulations. Kindergarten eligibility parameters are as follows:

- Parents/guardians may enroll their child in Kindergarten at their designated school provided the child is five years of age by December 31 in the year that they begin school, or they are five years old as of September 1 and have not taken Kindergarten previously.

**A child who has not completed a Kindergarten program and is six years of age by December 31 in the year they begin school may be admitted to Kindergarten OR Grade 1 at their designated school at the beginning of that year.

Students admitted to Grade 1

- The child has completed a Kindergarten program, and the child is six years of age by December 31 in the year they begin school.
- The child has not completed a Kindergarten program and is six years of age by December 31 in the year they begin school may be admitted to Grade 1 or Kindergarten at the beginning of that year.

- A child who is seven years old by December 31 of the current school year, who has not previously attended school, will be placed in Grade 1 at the beginning of the school year.

Registration

To register, you will need some Registration Documents on hand.

New to Rocky View Schools

- To register a child for kindergarten, please create a new SchoolEngage account.
- SchoolEngage New Parent/Guardian Instructions

Current Rocky View Schools

- To register a new child for kindergarten, login to the PowerSchool Parent Portal and access SchoolEngage on the left-hand menu.
- SchoolEngage Current Parent/Guardian Instructions

Other information regarding registration can be found on the Rocky View Schools website.

Student Transfers

If your child will be leaving Prairie Waters Elementary School during the school year, please notify the teacher and the school secretary at least one week prior to departure.

- Please ensure that all textbooks, library books, and other equipment issued by the school are returned in a timely fashion.
- Please ensure that all fees are paid before withdrawing.

Absences from School

ABSENCES

Parents/caregivers are asked to help ensure students attend school on time and on a regular basis. Regular attendance is important to learning. If your child is absent or late for any reason (illness, appointment, vacation, etc.) the school must be notified through the Safe Arrival system. If an absentee notification is not received, a phone call will be made to the home or workplace.

Please note if a child is well enough to be at school they are expected to go outside for recess and lunch breaks.

Please call before 8:30 am if your child is going to be absent or late. It is very important for their safety!

Indicate the following:

- Child's name
- Grade and Teacher
- Reason for absence or lateness
- Duration of absence or lateness
- **School Phone Number: 403-285-6969**

Illness

For grade K to 6 students who become ill during the day, the parent will be contacted and expected to make arrangements to have their child picked up and signed out at the office.

Injuries

A parent/guardian/doctor's note must be provided if a student has an injury that causes them to have to stay in for recess or sit out of gym/P.E. class. The note must specify the length of time the student needs to "sit out of" activities.

Appointments

When possible, please try to schedule appointments outside school hours or on professional learning days. Should it be necessary for a student to leave during school hours, please inform the office and teacher. Students must be signed out at the school office by a parent or guardian.

Lates

Students who arrive late must check in at the school office to sign in. We understand that this may happen from time to time. Lates can be disruptive to the classroom environment. Chronic "lates" will be referred to Administration for review.

Extended Absences

In the event of any extended absence, other than illness, parents must provide a letter indicating the nature and duration of the absence. The letter should be addressed to the Principal and delivered one week prior to the start of the absence. All children are required by The School Act to attend school regularly. Consistent attendance is essential to your child's academic success.

Extended "during the school year absences" affect student performance. Since the materials, concepts and skills covered during class time are often prerequisites to future studies, an extended absence could affect your child's ability to meet curriculum expectations.

Please consider this carefully. Teachers are not obligated to provide instructional materials for students due to extended absence.

Did you know?

- By grade 3, students with regular attendance are more likely to read at grade level.
- By grade 6, regular attendance is a predictor of high school completion.
- By grade 9, regular attendance is a better predictor of graduation rates than test scores.

Absences equivalent to accumulated time missed...

If your child misses...	That equals to...	Which is ...	And over 13 years of schooling that is...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years

3 days per week	120 days per year	24 weeks per year	Nearly 8 years
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Late time equivalent to accumulated time missed...

He/she is missing...	That equals to...	Which is ...	And over 13 years of schooling that is...
10 mins per day	50 mins per week	Nearly 1 ½ weeks per year	Nearly ½ year
20 mins per day	1 hr 40 mins per week	Over 2 ½ weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

Entrances to School

To avoid congestion, students are expected to enter and leave school via their designated doorways. During the school day (when children are in class) the student doors are locked. This is a safety precaution to avoid unauthorized persons entering the building without clearance.

All visitors and volunteers must use the main entrance, report to the school office, and sign in and out. They will be issued a “Visitor” badge to confirm the authenticity of their visit.

Locked Doors

The outside doors of our school will be locked at all times with the exceptions of the main front doors. All visitors are to enter through the main front door and immediately check in at the front office.

Student Drop-off and Pickup

Students may be dropped off along Invermere Drive as long as it is not done in a double-parking situation. If parents and guests are visiting for an extended period, they may pull into the first parking lot bay to park. Please be aware 2 schools share the parking lot.

Vehicles are prohibited from entering the parking lot during morning drop-off and afternoon pick-up for safety reasons. Students often walk through this area, and we need to keep them safe.

Parents/Guardians dropping off or picking up their child during regular bell times (start of day and end of day), are kindly asked to wait outside of the school at their child’s designated door or at a prearranged meeting spot.

Please note that our morning bell goes at 8:05am in the morning and our afternoon bell rings at 2:47pm Mon-Thurs. and 12:57pm on Friday. Please DO NOT drop your child off too early as they will not be permitted into the school. In addition, if you are picking your child up at the end of the day, all children are required to be out of the school by 3:00pm (Monday through Thursday) and 1:15pm (Friday), unless participating in a teacher supervised event(s) e.g. coaching, tutorials, play, etc.

Travelling to/from School

Many students walk to and from school each day. They are expected to use the appropriate road crossing and to set a positive example for younger students to copy. Students are welcome to ride their bikes, scooters, or skateboards to and from school, but they are expected to “walk” their bikes, scooters, or skateboards when on the school property (for safety reasons). Bike racks are provided for securing bikes, scooters, or skateboards, during the school day. We highly recommended children lock up their bikes, scooters, or skateboards, as Prairie Waters Elementary is not responsible for lost or stolen property.

Bussing

Rocky View Schools operates one of the largest regional student transportation systems in Alberta. This means that we not only provide transportation services to Rocky View students, but also to Calgary Catholic students, who reside within our communities.

Please browse through [Busing & Transportation | Rocky View School Division](#) for further information on school bus transportation. If you require additional information or need to speak to the Transportation Coordinator for your area please call: **403.945.4100**

Volunteers and Volunteering

Your commitment is as flexible as your schedule: weekly, monthly, mornings, afternoons, lunch hours, or when time permits!

Simply sign in at the office, clip on your Volunteer Tag and Go!

Expect to have a great experience and of course, your child will remember every minute of it!

Getting Started

For security reasons, ALL volunteers must sign in at the office and receive a volunteer's pass. A Criminal Record Check (CRC) must be completed, and a copy must be submitted to the school office prior to volunteer activities. **We will provide you with a form to take to the local RCMP detachment.** Volunteers must submit a new CRC every 5 years.

It is also mandatory to attend a Volunteer Orientation (yearly) at the school. These will be held at various times during the school year. Contact the front office to check when the next orientation is being held.

Opportunities at School

Hot Lunch - Classroom Time - Early Literacy - Recycling Program - Fine Arts -

Library Assistance - Yearbook Committee - House Teams

Opportunities from Home

Classroom Coordinator - Classroom Prep Work - Hot Lunch - Fine Arts –

Yearbook Committee - Volunteer Coordinator – School Council Fundraising Committees

Special Events

Terry Fox - Picture Days - Library Book Fair - Field Trips - Activity Days - Fun Days -Staff Appreciation- And More!

Winter Weather Days

On days winter weather conditions are too severe, RVS may decide to close schools to keep

students and staff safe. While this is rare, it is important families know what will happen and where to go for information. This decision is made early in the morning before school starts or buses are running.

We inform parents/guardians, staff, and media through email. Parents/guardians can also keep an eye on Rocky View Transportation's Late Bus App, the [RVS website home page](#) or RVS' Facebook and Twitter accounts for information about closures, and local radio and television. If you have not heard from us and you do not see a school closure announcement, schools are open!

Bussing

School buses do not typically run on mornings when the temperature is at or lower than -40 degrees Celsius without wind chill. When weather is severe or road conditions are hazardous, certain bus routes may be cancelled; however, this does not necessarily mean schools are closed. Once student transportation has begun, a school will not close until regular dismissal time.

For more information about inclement weather and school closures check out [Inclement Weather | Rocky View School Division](#).

Communication

If any concerns arise with your child regarding their academic progress or emotional growth, you are urged to contact your child's teacher as soon as possible. Working collaboratively on areas of concern greatly increases the chances of identifying the issues and successfully dealing with the problem. The school's administration is available to assist teachers and parents as they address areas of concern.

Contact Us

Prairie Waters Elementary School

201 Invermere Drive
Chestermere, Alberta
T1X 1M6

Phone: 403-285-6969

Email: prairiewaters@rockyview.ab.ca

Office Hours:

Mon-Thursday : 8:00am-3:00pm

Friday : 8:00am-1:00pm

School Contact Personnel

Principal: Ms. Karen Fillier

Assistant Principal: Mr. Norman Ellis

Administrative Assistant III: Mrs. Kara Szymanek

Administrative Assistant II: Mrs. Emily Cherubini

Phone calls during Instructional Time

Although each of the classrooms have telephones, calls to students and staff members will be restricted to emergency situations.

Returns calls will be made during regular breaks in the instructional program.

Cellphones

Personal mobile devices in schools can be a source of distraction that can negatively impact children's, and students' mental health, engagement, and learning.

Students are entitled to a welcoming, caring, respectful and safe learning environment that respects diversity and nurtures a sense of belonging and a positive sense of self and the use of personal mobile devices can be used to harm, bully, and otherwise compromise this environment.

In response to the Alberta Minister of Education Ministerial order on "Standards for the Use of Personal Mobile Devices and Social Media in Schools," Rocky View Schools has put in place [Administrative Policy 148 – Responsible use of Personal Mobile Devices \(PMD's\) and Social Media in Schools](#). Please review the policy to understand how PMD's will be managed at PWE.

Parent Teacher Interviews and Student Led Conferences

At Prairie Waters, Parent-Teacher Interviews are a key part of our communication strategy regarding your child's progress. For the upcoming round of conferences we will be using a web-based scheduling application called the [Prairie Waters Conference Manager](#). This application allows you, as a parent, to use the Internet to check our teachers' conference schedules and book appointments quickly and easily.

The first time you use the Conference Manager you will be required to register for a new account, which only takes a minute or two. To register, go to <https://prairiewaters.schoolsoft.ca> and click on Register Now. An email will be sent to the address you specified that restates your username and password. If your email program flags automated emails as junk mail, you may want to put "appointments@schoolsoft.ca" in your email address book.

If for any reason you are not able to book a conference through this application, please contact the school office at 403-285-6969.

Two Shoe Policy

All students, parents & staff are required to remove dirty/wet footwear upon entry to the building.

All students are expected to have a set of indoor footwear. Students are expected to place their outdoor footwear on their designated boot racks. They must wear their indoor shoes tied and secure for their safety.

Proper athletic footwear, that will not mark the floor surface, must be worn for all Phys. Ed. activities, no street shoes are allowed in gym classes.

We appreciate your cooperation in keeping our school clean and safe!

Personal Property

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items. **All articles of clothing and school supplies should be marked with the student's name.** Students are strongly discouraged from bringing any valuable items to school. The school is not responsible for the loss, damage, or replacement of personal items.

Lost and Found

Lost and found articles of clothing and other items are placed in labelled containers in the open "closet" in the main hallway. Please be sure to check the "closet" regularly. At the end of every month, the unclaimed items are packed up and donated to local charities. Smaller items (i.e. keys), money and jewelry should be handed into the office. Please LABEL your child's belongings.

Clothing

At Prairie Waters Elementary, we understand and encourage students to express themselves through their clothing choices while also creating an environment that is respectful, safe, fair, and appropriate. We ask that students dress for an indoor learning environment that promotes the safety of students and the security of the building. Students in Kindergarten through Grade 6 are also expected to go outside for recess and should be appropriately dressed for the weather.

Students CANNOT wear:

- Garments with offensive words and/or images that depict or make reference to any illicit activities, violence, profanity, or discrimination.
- Accessories that could be considered disruptive or dangerous.
- Any items that obscures the face (except as a religious observance).
- Full face masks during any costume or dress-up days.

Students MAY wear: (according to individual classroom/teacher expectations)

- Hats facing straight or backward as long as the face is visible and does not interfere with the line of sight of any student or staff. Individual teachers/classes may ask that hats not be worn in the class for the above reasons (unable to make important eye contact for the learning that is taking place) or for what they deem may be negatively impacting learning.
- Hats MUST be removed during the National Anthem and at some assemblies, i.e. Remembrance Day. There may be other occasions when we will ask students to remove their hats, which may be to the discretion of the teachers and administrators.
- Beanies, toques, and other headwear as long as the face is visible and does not interfere with the line of sight of any student or staff.

If any clothing is deemed as negatively impacting the learning environment, students will be asked to change or remove the distraction.

Learning Commons (LC)

The Learning Commons provides students with opportunities to develop skills to find, access and utilize all forms of information. Please encourage your child/children to take good care of all library books. Our school learning commons facilitator usually arranges for book fairs in conjunction with Parent-Teacher Conferences. One may be online, and one will be in person. At that time, parents and children can purchase

books, pencils, erasers, posters, etc. for a reasonable cost. Proceeds are spent on new books, computer software, etc. Information pertaining to signing out books and overdue items can be found on the school website at: [Learning Commons — Prairie Waters Elementary School \(rockyview.ab.ca\)](https://rockyview.ab.ca/learning-commons)

Prairie Waters School Council

The Prairie Waters School Council is the parent advisory body for our school. The School Council is actively involved in all aspects of school life. Most policies and procedures are presented to School Council for support and ratification. In 1995, the government mandated the formation of school councils in order for parents to have a forum for input into their child's education. One indicator to your child that education is worth your time is to be actively involved in School Council. Elections for directors are held each September and notices of all Executive and General Meetings are posted on the School Council Notice Board in the main hallway and on the school's website.

Assessments

The Rocky View School Division has instituted benchmark assessments in literacy and mathematics be administered once per school year for Grades 1 through 6. Students literacy skills will be evaluated using the Benchmark Assessment System (Fountas and Pinnel), and students in Grades 4, 5, and 6 math proficiency will be evaluated with the MIPI (Math Intervention Programming Instrument).

The Province of Alberta requires literacy and numeracy screenings of those students requiring interventions, be conducted twice per school year for Grades 1, 2, and 3. The LeNS (Letter, Name, Sound) assessment, CC3 (word reading) assessment and Alberta Numeracy Screening assessment will be administered at the start of the school year and then at the end of the school year.

Grade 6 students will also be writing Provincial Achievement Tests in English Language Arts, Mathematics, Social Studies, and Science in May and June.

Student Evaluation of Learning

The evaluation of student learning at Prairie Waters Elementary will comply specifically with AP 360 of the Rocky View School Division Policy Handbook. Students will undergo continual evaluation of achievement throughout the year in the following areas:

1. Day-to-day assignments including class work, inquiry-based projects, and homework.
2. Teacher anecdotal notes and evaluation of students' skills.
3. Teacher-constructed tests and quizzes.
4. Notebooks and workbooks.
5. Summative and Formative recording – triangulation of assessment – observation, conversation, product.
6. Provincial Achievement Tests for grades 6.
7. Current evaluation practices.

Report Cards and Conferences

With Real Time Reporting, parents have up-to-date communication through PowerSchool about how their child is doing. This reflection should include understanding and application of "I Can" statements which

are a Rocky View vision of the Alberta Education Curricular Outcomes.

See our website (prairiewaters.rockyview.ab.ca) and click on parents in the top right for quick links to PowerSchool.

Field Trips

At Prairie Waters Elementary, we believe field trips/experiences are to extend the curriculum, enhance learning, and enrich programming. In choosing sites, we consider relevant and authentic hands-on learning experiences. All sites are approved by RVS. Off-site learning can enhance team building and collaboration among participants. As our students grow and mature, we also want to expose them to possible careers and settings they may not have considered through meaningful interactions with experts in various fields.

Planning and Teacher Responsibility

At Prairie Waters Elementary, we believe every student should have the opportunity to attend field trips. To meet this goal, we plan carefully. The first consideration is safety for all who will be attending or hosting the field trip. The expectations for learning and behavior are clearly explained to the students ahead of time to ensure their success and meet the guidelines of the site we are visiting. We provide appropriate numbers of supervisors and parent volunteers, and where possible, an itinerary. Considerations of cost, travel time and distance are considered, as they apply to age levels and maturity of the students.

Our planning centers around educational benefits and connections to the curricular outcomes. When planning, we review the age appropriateness of the activities, engagement factors, the dynamics of the group to attend and how students can demonstrate the intended learning.

In preparation for an upcoming field trip, we consider students' individual situations and possible barriers for attending. Financial assistance is available, as needed. We know there are many costs in family life. Typically, trips are planned during school hours, with students departing and returning in time to access regular buses at the beginning and end of the day. Clear expectations for each trip are stated on the documents shared with students and parents. All vendors have been pre-approved through Rocky View Business and Operations. Some students require additional supports. Learning assistants, parents and parent volunteers play a critical role in providing these supports to ensure all students can access these experiences.

Student Responsibilities

Field trips are an extension of the school environment. While attending school sponsored trips, our students act as ambassadors for Prairie Waters Elementary and the community. We expect students to remember our PBIS Pillars of being Respectful, Accountable, and safe.

Student Expectations are:

- Attend punctually and prepared.
- Manage behavior by listening and responding to instructions.
- Show respect to the people and environment.
- Participate and learn the objectives.

Parent/Guardian Responsibilities

We ask parental support to:

- Understand the risks and benefits of the field trip before signing the permission form.
- Have all required materials prepared (lunches, clothing, sports gear, water, sunscreen, etc.).
- Commit to responding to behavioral concerns.
- Communicate concerns to the teacher prior to the event.
- Accept and follow through on concerns that may come forward from the school.
- Recognize instances in which your child does not have the skills needed to manage his/her behavior on a school sponsored trip.
- Be willing to provide 1:1 supervision of your child, as needed. *(This would be arranged ahead of time with discussion from the teacher or host of the field trip.)*
- In accordance with Rocky View Policies;
 - Payments of field trips are through School Cash Online.
 - Signed permission forms are required for attendance.
 - All Volunteers MUST have a criminal record check on file with the school and have attended the parent volunteer orientation before they can attend.

Exclusions

Students who consistently demonstrate respect, commitment and independence are encouraged to attend field trips. Our hope is for every student to participate in these learning experiences. If a student repeatedly struggles to follow school expectations, an exclusion may apply. The teacher organizing the trip will discuss the behavior with the students and the parents in advance. If the concern, persists, administration will be made aware of the situation and a plan will be put in place for improving the behavior, with parent knowledge and support.

Medication, Allergies, and other Medical Conditions

Prairie Waters Elementary School will NOT issue any medication or provide any medical attention beyond that of first aid treatment. Parents, emergency contacts, and/or an ambulance will be contacted for any situation involving the head or suspected injury beyond first aid treatment.

Students who require Epi-pens should carry them at all times. Parents of children with severe allergies are encouraged to:

- Secure a medic-alert bracelet for your child.
- Educate your child as to safe and unsafe foods and symptoms as well as how to self-administer the (auto-inject) Epi-pen, if age appropriate.
- Ensure you have discussed the matter with the classroom teacher.
- Provide a second Epi-pen to be housed in the school's infirmary, in addition to the one the student carries.

When students are required to take prescription medication during the school day are required to have Form AF316-A, Administering Medication or Medical Treatment to Students completed and updated each school year.

Nut Aware School

To minimize risk to students with nut sensitivities we ask for no food items that contains nut products be sent/brought into the school.

Healthy Living

In accordance with the Rocky View School Division Healthy Eating Guidelines, only water and juice will be permitted in the classroom.

School Fees and Supplies

Current fee amounts can be found on Prairie Waters Elementary website: [School Fees — Prairie Waters Elementary School \(rockyview.ab.ca\)](https://www.rockyview.ab.ca/school-fees) (This is where you will find everything you need to know about fees.)

Payment methods: All payments should be made through School Cash ([SchoolCashOnline.com: Welcome](https://www.schoolcashonline.com)). Please contact the office if you require assistance.

Emergency Procedures – Hour Zero Protocols

We follow the Hour Zero model of response. Monthly, we have various drills preparing the school community in the event of various levels of safety. For example: fire drills, on alert, shelter in place and lockdown.

Evacuation – This is used when there is a fire, spill, leak or some other condition exists in the building making it necessary to leave the building.

On-alert – This is used when the school becomes aware of a potential safety concern. This could be a weather alert, a medical event, an animal near the building, etc. A different protocol can follow, as the situation develops, and/or new information becomes available. With this protocol, students can continue with their regular classroom activities inside the school but are asked to clear the halls and await further instructions.

Shelter-in-place – This is used during weather events that may compromise the building. Students are moved into areas with strong internal walls and ceilings and away from exterior windows.

Hold-and-Secure – This is used when it is necessary to clear the hallways for the safety or dignity of one or more students e.g. during a medical emergency or if there is a safety concern outside of the school building. With this protocol, students can continue with their regular classroom activities, but movement outside of the classroom is restricted and all external doors are locked.

Lock Down – If there is a concern for the safety of one or more students within the building, a lockdown ensures that students' safety and anonymity are prioritized. While a lock down is a significant event, it is important to remember that it could be as simple as preventing an unauthorized person from picking up a student at school.

If we need to have a student release activated, the school has a system on how we release students securely. This system will not be circumvented in any way. Student and staff safety are of great concern.

If there are any questions about the contents of this handbook, please do not hesitate to reach out to the school