



# Prairie River School

**The School of Champions**  
Commitment, Responsibility,  
Excellence

## INFORMATION HANDBOOK 2019- 2020

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NAME \_\_\_\_\_

A **HPSD Community Hotline** has been set up to have information available to parents pertaining to emergency situations.

This 24 hour hotline number is 780-523-3580.

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**PRAIRIE RIVER JUNIOR HIGH  
SCHOOL**

*The School of Champions*

***Commitment, Responsibility, Excellence***

This handbook will help parents and students to find information about the operation, practices and policies of Prairie River School. Students and parents should feel free to contact any member of staff for further information.

## Prairie River Junior High 2019-2020 School Calendar

Aug 28-31	- Teachers only
Sept 3	- Labor Day
Sept 4	- First Day for New Students only
Sept 5	- First Day of regular classes – all students
Sept 13	- PD Day
Sept 27	- Divisional PD Day
Oct 11	- PD Day
Oct 14	- Thanksgiving Day
Nov 1	- PD Day, no classes
Nov 8	- No classes
Nov 11	- Remembrance Day
Nov 29	- PD Day
Dec 21-Jan 5	- Christmas Break
Jan 31	- Semester Break- Beginning of semester 2
Feb 5	- no classes
Feb 6 - 7	- Teacher's convention
Feb 17	- Family Day
Mar 21-29	- Spring Break
Apr 3	- PD day
Apr 10	- Good Friday
Apr 13	- Easter Monday
May 8	- PD day
May 15	- Day in Lieu
May 18	- Victoria Day
June 17	- Last day of regular classes
June 25	- Last day for students
June 26	- Staff only

SEPTEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		27	28	29	30	31
1	2 <b>LABOR DAY</b>	3 Orientation Day New Students only	4 First Day of Regular Class ALL Students Welcome Back Community Breakfast Assembly	5	6	7
8	9	10 MEET THE TEACHER 6-7 p.m. Awards 7-8	11	12	13 PD DAY No Classes	14
15	16	17	18 SCHOOL PICTURES	19 SCHOOL PICTURES	20	21
22	23	24	25	26 Terry Fox Run	27 Divisional PD Day Golf Zones	28
29	30 ASSEMBLY					

OCTOBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 <i>X Country Zones</i>	3	4	5
6	7	8	9	10	11 PD Day No Classes	12
13	14 Thanksgiving Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 ASSEMBLY		

NOVEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 PD DAY No Classes  MOVEMBER STARTS	2
3  DAYLIGHT SAVINGS TIME ENDS	4	5	6  PICTURE RETAKES	7  Remembrance Day Assembly	8  DAY IN LIEU No Classes	9
10	11  Remembrance Day No School	12	13  END OF QUARTER 1	14  QUARTER 2 BEGINS	15	16
17	18	19	20  Report Card Day Can be picked up at Parent Teacher 4:30 to 6:30 PM	21	22	23
24	25	26	27	28  ASSEMBLY	29  PD DAY No Classes	30

DECEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Activity Afternoon ASSEMBLY	21
22	23 CHRISTMAS BREAK	24 CHRISTMAS BREAK	25 CHRISTMAS BREAK	26 CHRISTMAS BREAK	27 CHRISTMAS BREAK	28
29	30 CHRISTMAS BREAK	31 CHRISTMAS BREAK				



JANUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 CHRISTMAS BREAK	2 CHRISTMAS BREAK	CHRISTMAS BREAK	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 END OF QUARTER 2	25
26	27 QUARTER 3 Begins	28	29	30 ASSEMBLY	31 SEMESTER BREAK PD DAY No classes	1

FEBRUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 PD DAY No Classes	6 TEACHERS' CONVENTION	7 TEACHERS' CONVENTION	8
9	10	11	12	13 Parent/Teacher Interviews Report Card Day 4:30-6:30 pm	14	15
16	17 FAMILY DAY No School	18	19	20	21 Zones CURLING	22 Zones CURLING
23	24	25	26	27	28 ASSEMBLY	

MARCH 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
DAYLIGHT SAVINGS TIME STARTS					<i>Zones BBALL</i>	<i>Zones BBALL</i>
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	
29	30	31				
		ASSEMBLY				

APRIL 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 PD Day No Classes	4
5	6	7	8	9 END OF QUARTER 3	10 GOOD FRIDAY	11
12	13 EASTER MONDAY	14 QUARTER 4 BEGINS	15	16 Parent/Teacher Interviews Report Card Day 4:30-6:30 pm	17	18
19	20	21	22	23	24	25
26	27	28	29	30 ASSEMBLY		

MAY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
						<i>Zones BADMINTON</i>
3	4	5	6	7	8	9
		Grade 9 LA PAT 9:00 to 11:00 Grade 9 LA PAT K & EPAT 9:00 to 10:20			<b>PD DAY No School</b>	
10	11	12	13	14	15	16
					LIEU DAY No School	
17	18	19	20	21	22	23
	<b>VICTORIA DAY No School</b>					
24	25	26	27	28	29	30
					Yowochas Trip leaves At noon  ASSEMBLY <i>Zones TRACK &amp; FIELD</i>	<i>Zones TRACK &amp; FIELD</i>

JUNE 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 Grade 8's return from Camp Yowochas approx. 5 pm	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 FINALS 7 & 8 LA AWARDS ASSEMBLY	19 FINALS 7 & 8 Science PM - Aboriginal Day Celebrations	20
21	22 Gr. 9PAT <u>SCIENCE</u> 9:00 to 10:15 FINALS 7 & 8 Math PM- Tutorials	23 Gr. 9 PAT <u>MATH</u> 9:00 -10:30 FINALS 7 & 8 Social PM- Tutorials	24 Gr. 9 PAT <u>LA</u> 9:00 -10:15 (Bus Gr 9 home at Noon)	25 Gr. 9 PAT <u>SOCIAL</u> 9:00 -10:20 (Bus Gr 9 home at noon) <u>LAST DAY</u> for students	26 Last Day for Staff	27
28	29	30				

### DAILY SCHEDULE

<b>Warning Bell</b>	<b>8:30 and 8:36 AM</b>	<b>Lunch</b>	<b>12:10 – 1:00 PM</b>
<b>In Class</b>	<b>8:38 AM</b>	<b>Mid Lunch Bell</b>	<b>12:35 PM</b>
		<b>Warning Bells</b>	<b>12:56 and 12:59</b>
		<b>In Class</b>	<b>1:00 PM</b>
<b>Period 1</b>	<b>8:38 - 9:50</b>	<b>Period 4</b>	<b>1:00 – 2:05</b>
<b>AM Break</b>	<b>9:50 - 9:58</b>	<b>Afternoon Break</b>	<b>2:05 - 2:13</b>
<b>Warning Bell</b>	<b>9:57</b>	<b>Warning Bell</b>	<b>2:12</b>
<b>Period 2</b>	<b>9:58 – 11:03</b>	<b>Period 5</b>	<b>2:13 – 3:23</b>
<b>Period Break</b>	<b>11-03 – 11 :05</b>	<b>DISMISSAL</b>	<b>3:23</b>
<b>Period 3</b>	<b>11:05 – 12:10</b>		

### MISSION STATEMENT

Prairie River Junior High School is dedicated to the involvement of students, parents and the community in the creation of a safe, encouraging learning environment that nourishes commitment, fosters responsibility and values excellence.

### PURPOSE STATEMENT

Prairie River School guides learners, builds futures,  
fosters caring and instills hope.

### CORE VALUES

At PRJHS we value Learning  
We believe that learning builds life-long success.

**At PRJHS we value Community**

We believe communication and teamwork among students, parents and staff creates a positive environment of cooperation.

**At PRJHS we value Responsible Behavior**

We believe that responsible behavior results in trust, teamwork and success.

**At PRJHS we value the Development of Individuals**

We believe in providing opportunities for the intellectual, physical, social, and emotional growth of all.

**At PRJHS we value Positive Attitudes.**

We believe that positive attitudes develop relationships for learning, community, responsible behavior and holistic individuals.

**CODE OF CONDUCT**

We will...

**...Be Respectful**

- Be positive and courteous
- Listen to what others have to say
- Use appropriate language
- Keep school clean inside and out
- Obey rules and follow expectations

**...Be Responsible**

- Take care of property and equipment
- Be prepared and on time
- Practice safety
- Be organized
- Admit mistakes

**...Be Reliable**

- Keep my word
- Keep commitments
- Finish what I start
- Be trustworthy
- Be supportive

**At Prairie River, we are here to learn.**

**Therefore I will...**

- Respect myself, others and the environment.



- Cooperate with all school people.
- Do nothing to keep the teacher from teaching.
- Do nothing to keep myself and others from learning.
- Strive for excellence in everything I do.

## **SCHOOL ACT**

The Amended School Act states:

A student shall 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) Be accountable to teachers for one's conduct;
- f) Respect the rights of others
- g) Ensure that one'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 behavior 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 school and community.

## **ACADEMIC SUCCESS**

### **1. STUDY HALL**

Our mission at Prairie River Junior High is to provide a safe, encouraging learning environment that nourishes commitment, fosters responsibility and values success. Completing in-class and homework assignments is one of the key components imperative for that success. At Prairie River completion of homework assignments is the responsibility of the student. Every lunch hour, in the library, time is available for students to complete assignments and get additional assistance. This room is open for the entire lunch. Should a teacher find that a student is not completing assignments, the student may be referred to study hall for assistance and to complete missing assignments.

It is the student's responsibility to attend study hall if their work is not completed when they enter class.

**2. REPORTING PERIODS**

Report Card Day and Parent Teacher Interviews	November 20
Report Card Day and Parent Teacher Interviews	February 13
Report Card Day and Parent Teacher Interviews	April 16

In addition, a letter will formally notify parents if we are concerned that their child’s level of achievement may require retention in their current grade for the next school year. Letters will be delivered no later than February 15<sup>th</sup> in accordance to HPSD Administrative Procedure #360 on Student Evaluation. Meetings are encouraged between parents, students and teachers to intervene to build student success.

**3. EXAMINATIONS**

HPSD Administrative Procedure #360 states that junior high students may write final exams in the four main core subjects. In addition, Prairie River students are required to complete regularly scheduled summatives. Summatives are projects or examinations that reinforce the concepts learned to that point in the school year. Summative projects are determined by each core subject teacher. Students who have legitimate reasons for being unable to write examinations on scheduled dates will be required to write make-up examinations on alternate dates, arranged through the Principal. The Principal may also exempt a student from examinations in cases where there are serious medical or compassionate circumstances. Cross Curricular Projects are major projects that reinforce skills through two or more core subjects, ie Science Fair.

**4. PROMOTIONS AND RETENTIONS**

A team of teachers and administrators review each student’s academic achievement after the final grades are assigned. Students who have failed to achieve a passing grade (50% or better) in several of their classes will be considered for retention. The principal, who may consult with parents, makes the final decision to retain or promote a student.

**COMPREHENSIVE COUNSELLING AND GUIDANCE PROGRAM**

This program is a school-wide program designed to:

- create a positive school environment where students can learn and achieve success
- facilitate communication among students, teachers, administrators, parents and others involved in education
- collaborate on the development of appropriate educational plans for students
- increase awareness of career options
- increase students' social effectiveness and ability to cope
- help students learn decision-making processes
- promote positive behavior
- promote acceptance and tolerance
- inform school community about available services and programs
- provide support and resources to assist in the teaching/learning process
- monitor and evaluate the effectiveness of the guidance and counseling program
- assist students to assume responsibility and ownership for their actions and their learning

### **1. HELP OUR STUDENTS TO SUCCEED (HOSTS)**

The team consists of a Project Coordinator, Youth Success Coach, Aboriginal Mentorship Coach, and a Health and Wellness Coach. The project is designed to enhance the overall health and well-being of youth in grades 6 to 9 in High Prairie through various workshops, activities, presentations and training opportunities for the students and their families. Program funding is under review.

### **2. INDIGENOUS SUPPORT COACH**

Prairie River's Education Program has a high commitment to aboriginal partnerships by:

- ensuring communication between the school and family (parent/child)
- fostering partnerships with High Prairie and feeder communities (human resources, physical resources and sponsorship for award programs)
- promotion of cultural awareness

Throughout the year, the Liaison Worker encourages learning in the classroom environment, promotes cultural awareness throughout the school, instills the importance of regular attendance and provides a safe environment for students to build self-esteem. The Liaison Worker is

also instrumental in setting up talking circles where students have the opportunity to voice issues/concerns regarding personal or school matters. The circles also provide peer support for all who enter.

### **3. WELLNESS COACHES**

Prairie River Junior High have Wellness coaches that work within the school to promote health and wellness for our students. They assist in developing positive well-being, and also provide individual and group counselling, and liase with appropriate community agencies.

## **HPSD #48 ADMINSTRATIVE PROCEDURES**

### **# 343 - STUDENT VIOLENCE**

*HPSD believes that our schools and school buses must be safe and secure places for students and staff. Every effort must be made to prevent schools and school buses from becoming a venue for intimidation or physical violence. Violent conduct that is dangerous to students and staff will not be tolerated.*

Disciplinary action will be taken against any student who verbally or physically abuses another student. This includes instances of name-calling, threats, or inappropriate verbal exchanges, verbal abuse or intimidation, aggressive physical action, possession of knives, guns or other weapons or items of a weapon like nature. A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

### **# 345 - STUDENT INTERROGATIONS AND SEARCHES**

*Order and discipline must be maintained in schools. Schools have a responsibility to act in loco parentis (as would a reasonable and prudent parent) toward the students they serve. Schools also have a responsibility to cooperate with the police and other civilian authorities. Both of these responsibilities must be considered when there is deemed to be a need to search a student's locker or property within the school premises, or when the police or other agencies seek to interview a student on school premises.*

All lockers assigned to students are the exclusive property of the Division. The Principal shall have custody of all combinations and keys

to lockers or locks. Any unauthorized lock may be removed without notice and the school shall not be responsible for replacing the lock.

**No right or expectation of privacy exists for any student as to the use of any locker assigned to a student by the school, and lockers are subject to search in accordance with this administrative procedure.**

Students shall not be permitted to have in their possession any illegal materials, including various forms of illicit drugs, narcotics, intoxicants, weapons, stolen property, and pornographic or any other offensive materials.

In the event dangerous, stolen, illegal or other offensive materials are found during a locker search, the Principal will remove and securely store the materials. The Principal shall then determine whether the matter will be handled as an internal disciplinary matter or referred to police. In making such a determination, the Principal shall consider whether the materials found are dangerous, stolen, illegal or otherwise offensive and whether a law enforcement proceeding is likely to result.

#### **# 346 – Bully Prevention and Intervention**

*Bullying will not be accepted on school property, at school related activities, on school buses, or in any other circumstances (such as on-line) where engaging in bullying will have a negative impact on the school climate.*

*Bullying will not be accepted from any member of the school community, including adults in the school community as well as students.*

*Definition of Bullying: “Bullying means repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual’s reputation” (Education Act, 2012)*

*“Four most common types of bullying are verbal, social, physical, and cyber-bullying”.*

#### **# 348 - STUDENT SUBSTANCE ABUSE**

*HPSD does not condone student use of alcohol or illicit drugs. Every effort must be made to prevent schools from becoming a venue for the sale and use of alcohol or drugs. School staffs are urged to exercise the closest vigilance in this regard. The Division will not tolerate the possession, use, or trafficking of prohibited substances on or in school property. Prohibited substances shall include intoxicants, solvent inhalants, controlled or restricted drugs or narcotics.*

Administrative Procedure #348 regulations shall apply when the use and/or possession of prohibited substances is suspected or proven. This includes:

...any student apparently under the influence of, using, or in possession of alcohol or a prohibited substance in school, on school premises or at any school-sponsored activity ... AND

...any student trafficking prohibited substances in school, on school premises, or at any school-sponsored activity ...

CIGARETTES: Smoking under the age of 18 is illegal and disciplinary action will be taken.

ENERGY DRINKS: While energy drinks are not illegal, they are not conducive to a healthy, learning environment and therefore not allowed at Prairie River Junior High.

## **DISCIPLINE POLICY**

School disciplinary policies are applicable to conduct during school and at any school sponsored-activity, regardless of the day, hour or location of that activity. This includes behavior while riding on the school bus.

Prairie River uses an incremental approach to student discipline. Discipline initially occurs between the teacher and a student for minor infractions. Parents will be contacted should the unacceptable behavior persists. Administration may be informed of incidents at this time.

### **1. PLAGIARISM**

Any student who is found plagiarizing work from a book, the internet or another student will receive a zero on the assignment, their parents will be contacted and other discipline measures will be determined on each individual incident, depending on the severity.

### **2. VIDEO SURVEILLANCE**

PRJH has video surveillance in the hallways and outside. All hallways will be monitored and recorded. Places where students have an expectation of privacy, like bathrooms and change rooms will NOT be monitored but the entrances to these rooms will be monitored. The purpose of these cameras is primarily to help ensure the safety and security of the students, but the images could also be used to help enforce the rules of the school. Students must be aware that if they are recorded doing something that is against the rules of the school, the principal will use the video image to establish culpability. If students are recorded

breaking laws, the video images could be made available to the RCMP for criminal prosecution.

### **3. IN-SCHOOL ISOLATION (ISI)**

Administration may use an ISI as a disciplinary measure. An ISI is when regular classroom work is provided for the student, but they are removed from the classroom setting and placed in a quiet, very controlled environment away from their peers.

### **4. SUSPENSIONS**

Students may be suspended from school for up to 5 days by the Principal. Parents must attend a re-instatement meeting with the student and administration prior to the student returning to classes.

### **5. EXPULSIONS**

Students will be recommended to the Board of Trustees for removal (expulsion) from school for severe misbehavior. Student violence, weapons, theft, destruction of property, repeated suspensions and insubordination are offenses which will not be tolerated. Students trafficking, in possession or under the influence of drugs (including alcohol) are automatically suspended and may be recommended for expulsion. A PPC (Pupil Personnel Committee) meeting with school trustees, parents, the student and administration will be held within 10 days of the suspension date.

### **6. BEHAVIOUR/ATTENDANCE**

If the above discipline measures are not effective, then a contract is required outlining the key areas that need to be addressed. These contracts are discussed and signed with the student, parent and administration. Failure to abide by the contract could result in a recommendation for expulsion.

Further, if a students' attendance is problematic after attempts by the home and school to rectify it, the matter may be referred to the Attendance Board of Alberta.

NOTE: Fighting is an automatic suspension, and offenders will also be charged and/or fined by the Town Constables, if applicable. Please note that this also applies to areas such as relational aggression which often takes the form of bullying..

## **SCHOOL ATTENDANCE/MISSED WORK**

### **1. ABSENCES**

Parents should be aware that under HPSD #48 policy a student may be retained for poor academic performance in key learning areas. For further clarification, please see Administrative Procedure #360 on the school division's website. As regular school attendance and academic performance generally go hand-in-hand, students are expected to be in school at all times, not withstanding unique or special circumstances. Attendance Board referrals will be made for students with chronic attendance problems.

### **2. LATES**

Students arriving late for classes must report to the office for an attendance check and may serve a lunch hour detention for unexcused absences.

### **3. CONTACT**

Parents, we appreciate you contacting the school office when your child is absent. Alternately, when possible, a note can be sent prior to the student's absence.

### **4. ASSIGNMENTS**

Regular attendance is imperative to school success. It is the responsibility of each student to catch up with missed work, assignments and handouts and complete them in a timely fashion.

### **5. HOMEWORK SHEETS**

If a student knows he/she will be gone two or more days, students are responsible to inform their teachers and get the assignments that will be missed in their absence. **Homework Buddies:** Students are responsible to have the names of 2 or 3 students from their class that they can phone or text to find out what they have missed if they are absent from school. These "homework buddies" can take a list around to the classes, if they know in advance and fill in what has been missed and the absent student is then responsible to get the work from their buddy. In addition, homework is posted on the HPSD website each day. Further, school personnel will help facilitate the collection of homework.



## **6. APPOINTMENTS**

In order to leave the building during class time, students need parental consent. Please phone or send a note. Students must check out at the office before leaving and again upon returning.

## **7. MEDICAL CONDITIONS**

Students must provide a doctor's note if physical activity is not permitted.

## **SCHOOL OPERATION**

### **1. STUDENT USE PHONE**

The telephone in the office is for student use at no charge.

### **2. PRJH ELECTRONIC POLICY**

At Prairie River we value the use of technology in the classroom, however the proper use of technology must be followed with instruction and guidance on its use. In order to maintain a learning environment that is free of distraction, students are to:

- Ensure that electronic devices are powered down during class time
- Electronic devices may be used before and after school, during breaks and lunch hour

In order to protect students/staff and visitors the entire Prairie River community will:

- Refrain from recording audio, images, or video within the school without explicit permission of the teacher and any individuals being recorded
- In order to maintain integrity of examinations students are not allowed personal electronic devices in their possessions during quizzes or tests.
- Any use of electronic devices for harassment or intimidation is strictly prohibited and will be dealt with using Admin Procedure #346 Bullying Prevention and Intervention.
- Failure to comply with Prairie River's Electronic Policy will be dealt with using Admin Procedure #347 Student Code of Conduct.

### **3. COMPLEMENTARY COURSES/OPTIONS**

Every effort is made to place students in the options that they indicate on their registration packages. First priority goes to those that get their

packages in before the deadline as determined by the office. Students are required to pick their options for the year, at the time of registration at the beginning of the year. If a student wishes to have an option changed, they must write a note explaining which option they would like changed and why. It needs to be signed by both the student and the parent and turned in at the office prior to the option change deadline – usually about a week before the new options begin. Then all requests will be looked at and if there can be changes made, we will do so at that time. **Writing a request to have an option changed does not guarantee that it will be changed.**

#### **4. SCHOOL DRESS/FOOTWEAR**

Students are requested to wear clothing that meets the generally accepted adult standards of neatness and good taste. While Prairie River tries to accommodate individuality in dress, clothing should not be revealing or distracting to the education environment. No heavy or lined jackets are allowed to be taken to or worn in class. Purses or bags are not permitted in class except with special permission. Offensive language and/or graphics are not acceptable on clothing. Clothing may not promote gang related symbols or colors, sexism, violence, sexual behavior, or advertise alcohol/substance. Prairie River Junior High is hood free and hats come off in classrooms and office, except for special activities that involve hats. Administration reserves the right to final judgment regarding appropriate clothing. **Students must have a pair of running shoes for gym use only. These shoes must have non-marking soles.**

#### **5. ADMINISTERING MEDICINE TO STUDENTS**

Parents/Guardians who wish medication to be administered to a child during school hours (including Aspirin, Tylenol, etc.) must request this in writing and supply the medication. Forms which adhere to Administrative Procedure # 314 may be obtained from the school office. Administrative Procedure requires that written permission must:

- a) contain the name of the medication
- b) contain the purpose of the medication
- c) specify the time(s) to administer medication
- d) specify the duration of the medication
- e) specify the exact dosage to be administered
- f) outline procedure to be followed in case of adverse reaction
- g) include parent/guardian signature for short term duration
- h) include doctor signature if longer term care is required

## 6. LOSS OR DAMAGE TO EQUIPMENT OR BOOKS

Students and their parents are responsible for maintaining loaned or rented books, materials and equipment in good condition. Loss or damage to school property will result in a request to pay replacement costs.

In accordance with The School Act:

*If property of a board is destroyed, damaged, lost or converted by the intentional or negligent act:*

- (a) of one student, the student and the student's parent are jointly and severally liable to the board in respect of the act of the student, or*
- (b) of 2 or more students acting together, the students and their parents are jointly and severally liable to the board in respect of the act of the students.*

## 7. LUNCH BREAK

Students are encouraged to remain on school grounds during lunch. A canteen is available for students to purchase their lunch or they may bring their own. Beverages are available – water is encouraged and **energy drinks are prohibited in Prairie River Junior High**. Students who have their parents' permission to leave the school grounds may do so immediately at the beginning of lunch.

## 8. LUNCH TIME ACTIVITIES

Various activities take place at lunch time. These activities include, but are not limited to: intramurals, computer usage, library usage, extra help sessions, and various clubs.

## 9. SCHOOL TEAMS AND CLUBS

Prairie River provides opportunities for involvement in a variety of clubs and teams. Activities may include archery, cross-country running, golf, volleyball, basketball, badminton, track and field, leadership, and drama. Staff members volunteer their time to organize and supervise these activities. Parents are encouraged to coach and/or assist with these teams.

## 10. STUDENT GOVERNMENT

This volunteer student organization is responsible for:

- supporting the school's extra-curricular program
- supporting the school's award system
- sponsoring cultural activities

- addressing student concerns with staff
- boosting student morale by organizing fun days
- receiving training that will give Leadership students the skills to be supportive to fellow students.

## **11. STUDENT AWARDS**

During the year our school presents various awards to recognize our students

- Monthly awards are chosen by the staff for academics, athletics, leadership and a go-getter who has shown great progress.
- The Honor Roll is prepared at each reporting period. Honors Club membership is achieved by students maintaining an average of at least 75%. Gold and Silver Honors Club cards are issued at the end of each reporting period.
- Awards Afternoon Presentations:
  - Participation Awards
    - Points are awarded on the basis of participation and achievement in school sponsored activities, quality of academic work and work in student organizations.
  - Top Male and Top Female Athlete
  - Excellent Attendance Awards
  - 3A 3R Award
- An Awards Ceremony and Open House is held early each September to honor the outstanding students from the previous school year. Students who have a weighted average of 75% or higher are presented with a Gold Honors Club pin for their grade. Students who have a weighted average of 80% or higher are presented with a plaque. The Honors Club pins for each grade are supplied by School Council and the plaques are supplied by Student Government.

## **12. SCHOOL DANCES**

It is the Principal's discretion whether a school dance will be sponsored. If the school sponsors a dance, each student is allowed to invite a limited number of guests to school dances. Guests must be signed up by the end of lunch on the 2<sup>nd</sup> last school day before the activity. Dance guests must be attending school (in good standing). Prairie River students must also be in good standing in order to attend. Those who are not in attendance the day of the dance, have been suspended or expelled, students with poor attendance and/or discipline infractions will be informed that they

do not have the privilege to attend this special event. It is the host student's responsibility to ensure that their guest knows and follows the rules of the school. Hosts must sign their guests in at the door. Guests may not enter unless they are accompanied by the inviting Prairie River student. If the Prairie River student leaves the dance at any time during the evening, the guest must leave as well. As with all school-sanctioned activities, regular school rules (no smoking, consumption of alcohol, acceptable behavior, etc.) must be obeyed. Infractions are dealt with in the same manner as they would be had the behavior occurred during regular school hours.

Students who leave the school after checking in will not be readmitted. After doors are locked, no admittance is allowed after a designated time, unless special arrangements have been made ahead of time. **Parental supervision is essential for the success of these activities.**

### **13. SCHOOL COUNCIL**

The School Council is actively involved in advising school staff on matters concerning our students and their learning. School Council asks that all parents show their commitment to our students through their involvement in school council monthly meetings, fund-raising, supervision of dances and sporting events. Please refer to our school website for meeting dates.

### **14. PARENT VOLUNTEERS**

From time to time, parents are phoned by a parent committee or a student to ask parents to volunteer their time to help with dances, casinos, extra-curricular events, etc. The success of these functions depends greatly on the parent volunteers.

## **SHARED RESOURCES**

The following are shared areas. Please respect other individual's learning styles. Music will be allowed for instructional purposes only and head sets will be made available for those occasions only.

### **1. LIBRARY COMMONS (Library)**

Students are encouraged to make full use of the centre and its resources for their curriculum related needs and for their pleasure reading.

Students are taught to use a variety of research tactics and materials. Our fiction collection caters to all interests.

## **2. GYMNASIUM**

Students are asked to observe a few simple rules, as they enjoy this facility and our equipment:

- 1) Only clean, non-marking running shoes are permitted.
- 2) Food, gum and drinks are not allowed in the gym.

## **3. COMPUTER USAGE**

Students must sign a Use Agreement for Communication Technology in which students agree:

- to use ICT devices and HPSD networks for the purpose of education and research, consistent with educational objectives of HPSD
- to follow the student code of conduct as set out in Administrative Procedure 340 – Student Conduct
- to not intentionally degrade or disrupt HPSD ICT devices and networks, and Internet network services or equipment, or contravene any provincial or federal laws regarding computer use. Such activities include, but are not limited to: tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, and violating copyright laws.
- to immediately report any problems or breaches of these responsibilities to the responsible teacher.

PRJH does not allow food, drink or gum near devices. Music will be allowed for instructional purposes only. Failure to comply with the computer usage policy will result in a suspension from computer usage in the school for a time period that will be determined by administration.

## **EXTRA CURRICULAR POLICY**

### **1. ACADEMICS**

Students are required to maintain satisfactory grades in all subjects to take part in any extracurricular activities. Students not completing homework or having missing assignments will miss practices, games and other activities until those assignments are completed.

### **2. ATTENDANCE**

Students must maintain acceptable (over 85%) attendance. Students may not participate, practice or play if they are unexcused, unverified, or suspended on the day of practice, meeting or a game. Students injured or too ill to participate in physical education classes during the school day cannot participate at practices or games.

### **3. BEHAVIOUR**

Athletes and club members must treat coaches, staff, fellow athletes, opponents, and officials with respect at all times. Students must realize they are ambassadors for our school and town and therefore must treat all facilities and property of any school or place visited with the utmost respect.

### **4. COMMITMENT/SPORTSMANSHIP**

As an athlete at Prairie River, all students must remain committed to their team and show total sportsmanship at all times. If a student quits a school team they will not be allowed to participate in the next school team/activity that takes place that year.

### **5. ALCOHOL, DRUGS, AND TOBACCO**

Alcohol, tobacco, illicit and performance enhancing drugs are illegal for consumption for anyone under the age of 18 and therefore, any student found to be using either substance will be immediately removed from all extra-curricular activities for the remainder of the school year.

#### ***Prairie River Junior High Bibliography***

A bibliography is an alphabetical listing of all the reference sources used in preparing a research project or essay. The bibliography is placed on a separate sheet of paper at the end of your essay.

##### **General Rules**

- Entries are arranged alphabetically by the author's last name.
  - If no author is given, alphabetize the item by its title. Disregard "a", "an" and "the".
  - The author's last name is given first, followed by a comma, then the author's first name.
  - For books with three or more authors, list the first author followed by "et.al. abbreviation for "and others".
  - If more than one place of publication is given, choose the Canadian city, or the city closest to you.
  - Choose the most recent date: 1996. C. 1883. If no date is given simply put "n.d." meaning no date.
  - Each line of an entry is indented except for the first, so the author's name is prominent.
  - Each entry is single-spaced, but a double space is used between entries.
  - The list is not numbered.
- A. Book, one author

- Kassem, Lou. The Treasures of Witch Hat Mountain.  
New York: Avon, 1992.
- B. Book, two authors  
Godfrey, Martyn, and Frank O'Keefe. There's a Cow in my Swimming Pool. Richmond Hill, ON: Scholastic Canada, 1991.
- C. Book, three or more authors  
Bankhead, Elizabeth, et.al. Write It: A Guide for Research. Englewood, CO: Libraries Unlimited, 1988.
- D. Article from a periodical or encyclopedia  
Kimball, Gayle. "How to Ace Your Classes." Teen. August 1995, p.62.  
Radwin, Eugene. "Literacy and Illiteracy." Grolier Academic Encyclopedia. New York: Grolier International, 1991.
- E. Newspaper article  
Caster, Penny. "An Artist Who Really Talks Turkey." The Red Deer Advocate. 13 January 1996. Sec. C, p.1.
- F. A book or article with no author given  
"Architecture." The Junior Encyclopedia of Canada. Edmonton, AB: Hurtig, 1990. 1:81-87.
- G. Book, editor but no author  
Barber, Katherine (ed.). The Canadian Oxford High School Dictionary. Ontario: Oxford University Press, 2001.
- H. Pamphlet  
De Bruyn, Robert L. "The Different Hats You Wear Can Help Your Teaching." The Master Teacher. Vol. 24, No. 7. Manhattan, KN: Leadership Lane, 19 October 1992.
- I. Internet  
Creator's Name (if given). "web page title." Institute or organization. Date of access. <url network address>.  
Harden, Mark. "Dinosaurs in Hawaii. Honolulu Community College. 6 Nov. 2001.  
<<http://www.hcc.hawaii.edu/dinos/dinos.1.html>>