



# Prairie River School

## Supporting and Encouraging:

Commitment, Responsibility,  
Excellence

## INFORMATION HANDBOOK 2025- 2026

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Principal

Mrs. Charlene Porisky  
Assistant Principal

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Facebook : [Prairie River Junior High School](https://www.facebook.com/PrairieRiverJuniorHighSchool)

Instagram: [@prjhaiders](https://www.instagram.com/prjhaiders)

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.



**PRAIRIE RIVER JUNIOR HIGH  
SCHOOL**

*The School of Champions*

***Resilient, Responsible, Respectful***

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 School** is located in the town of High Prairie in northern Alberta within Big Lakes County. It is located at the junction of Highway 2 and Highway 749, approximately 371 kilometers northwest of Edmonton and 118 kilometers west of Slave Lake.

In addition to academic programming, PRJHS boasts an exceptionally strong student athletics program including basketball, golf, volleyball, track and field, badminton cross country running and archery. We strive to build a tradition of excellence for student achievement at various levels of competition. The school further offers a full arts program including fine arts, performing arts, and industrial arts as well as a variety of option courses.

**Prairie River Junior High School is a Restorative Practices School**

Conflict and upset are simply a part of life. We want to encourage all of our students and staff to become part of the resolution process – taking responsibility for our own actions is a powerful part of healing relationships. When people make mistakes that wrong or harm someone else, it is critical that the various people involved come together to heal that damaged relationship. No students will be compelled or forced to take part in a Restorative Practice meeting or circle, but we encourage and support all people involved to take part in the process. We find the outcomes are often more positive, profound and lasting, than through the use of conventional school discipline.

## **MISSION STATEMENT**

Prairie River Junior High School is dedicated to the involvement of students, parents and the community in the creation of a safe, engaging learning environment that encourages 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 believe that lifelong learning leads to rich and rewarding experiences throughout a person's entire life.

### **Emergency Protocols**

Parents and guardians, please ensure that your contact information is up to date at our school office. In the event that an emergency situation arises, Prairie River staff will send messaging out to phones and email via "School Messenger/Communicate," as well as through social media (if appropriate). Should an extended evacuation be required, students and staff will gather at one of three sites:

- E.W. Pratt
- High Prairie Sports Palace
- High Prairie Elementary School

No matter how unlikely it is that we will encounter dangerous or threatening conditions, we take the utmost precautions regarding student safety. We regularly practice emergency procedures, and ask that parents and guardians assist us in times of crisis. As such, in the event that an actual emergency event does occur, there may be a need to release students in large numbers into parent care. We ask that you to please be patient with the process, and bring picture identification to the school to confirm your identity prior to picking up your child.

**At PRJHS we value Community**

We believe communication and teamwork among students, parents/guardians and staff creates a positive environment and mutual respect.

**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.**

Choosing a positive attitude is the foundation for lifelong growth.

**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 personal and school property
- Be prepared and on time
- Practice safety
- Be organized
- Take responsibility for words and actions

**...Be Resilient**

- Keep my word
- Keep commitments
- Finish what I start
- Persevere through challenges
- Try your best in all that you do – don't give up!

**At Prairie River, we are here to learn.****Therefore I will...**

- Respect myself, others and the environment.
- Cooperate with all school community members.
- Contribute to a respectful learning environment for everyone.
- Strive to do your absolute best in everything I do.

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# 2025-26 SCHOOL YEAR CALENDAR

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
OP 4 IN 0						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OP 20 IN 19						

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
OP 22 IN 21						

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
OP 16 IN 15						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
OP 15 IN 14						

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
OP 20 IN 19						

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
OP 18.5 IN 16.0						

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
OP 17 IN 17						

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
OP 21 IN 20						

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
OP 20 IN 18						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OP 20 IN 18						

July 2026						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>Aug 25-28</b>	School Start-Up
<b>August 29, 2025</b>	Non-Operational Day
<b>September 1, 2025</b>	Labour Day
<b>September 2, 2025</b>	First Day for Students
<b>September 7, 2025</b>	Ukrainian-Canadian Heritage Day
<b>September 29, 2025</b>	Indigenous Education PD Day
<b>September 30, 2025</b>	National Day for Truth and Reconciliation
<b>October 10, 2025</b>	PD Day
<b>October 13, 2025</b>	Thanksgiving Day
<b>Nov 8-16</b>	Fall Break
<b>November 11, 2025</b>	Remembrance Day
<b>November 14, 2025</b>	Day in Lieu of Parent-Teacher Interviews (PTIs)
<b>December 5, 2025</b>	PD Day
<b>Dec 20-Jan 4</b>	Winter Break
<b>December 25, 2025</b>	Christmas Day
<b>January 1, 2026</b>	New Year's Day
<b>January 30, 2026</b>	Semester Break
<b>February 4, 2026</b>	1/2 Self-Directed, 1/2 Non-Operational
<b>Feb 5-6</b>	Teachers' Convention
<b>February 16, 2026</b>	Family Day
<b>February 18, 2026</b>	Ramadan
<b>March 20, 2026</b>	Eid al-Fitr
<b>Mar 14-22</b>	Spring Break
<b>April 3, 2026</b>	Good Friday
<b>April 6, 2026</b>	1/2 Self-Directed, 1/2 PD Day and Easter Monday
<b>May 8, 2026</b>	Day in Lieu of PTIs or PD Day
<b>May 15, 2026</b>	Day in Lieu of PTIs or PD Day
<b>May 18, 2026</b>	Victoria Day
<b>June 21, 2026</b>	National Indigenous Peoples Day
<b>June 24, 2026</b>	Saint-Jean-Baptiste Day
<b>June 24, 2026</b>	Last Day for Students
<b>June 25-26</b>	School Shut-Down
<b>June 26, 2026</b>	Last Day for Teachers

Operational Days (OP)		193.5	Instructional Days (IN)		177	Minimum required minutes of instruction per day (rounded up)			
						All	S1	S2	
Semester 1	97.0		Semester 1	88		Elementary/Junior High	323	324	321
Semester 2	96.5		Semester 2	89		Senior High	339	341	338

■ Teacher Only  
■ Non-Operational  
■ Day in Lieu

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**Staff Contact List  
Prairie River Junior High School  
2023 - 2024**

Troy Runzer	Principal	<a href="mailto:trunzer@hpsd.ca">trunzer@hpsd.ca</a>
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Val Richardson	Secretary	<a href="mailto:vrichardson@hpsd.ca">vrichardson@hpsd.ca</a>
Cynara Pichay	Secretary	<a href="mailto:cpichay@hpsd.ca">cpichay@hpsd.ca</a>

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**Educational Assistants**

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Gordon Freeman	<a href="mailto:gfreeman@hpsd.ca">gfreeman@hpsd.ca</a>
Shawn Oddy	<a href="mailto:soddy@hpsd.ca">soddy@hpsd.ca</a>

**Learning Commons Technician & School Cook**

Tanya Prpich	<a href="mailto:tprpich@hpsd.ca">tprpich@hpsd.ca</a>
Frankie Hyde	<a href="mailto:fhyde@hpsd.ca">fhyde@hpsd.ca</a>

**Indigenous Supports, Wellness & HOSTS (Helping Our Students To Succeed)**

Connie Sabo	<a href="mailto:csabo@hpsd.ca">csabo@hpsd.ca</a>
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Many students will take Career and Technology Foundation classes at the end of the day at both Prairie River and E.W Pratt. Teachers and courses are subject to change.



# **2023-2024 PRJH Bell Schedule**

Warning Bell 8:30

## **Period 1**

8:35-9:16

## **Period 2**

9:19-10:00

## **Period 3**

10:04-10:45

## **Period 4**

10:48-11:29

## **Period 5**

11:32-12:13

**Lunch 12:13-1:13**

Warning Bell 1:08

## **Period 6**

1:13-1:53

## **Period 7**

1:58-2:38

## **Period 8**

2:43-3:23

41 minute morning periods, 60 minute lunch, 40 minute afternoon periods

## **ACADEMIC SUCCESS**

### **1. EXTRA HELP**

- Our mission at Prairie River Junior High is to provide a safe, engaging learning environment that encourages 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.
- Supports are available at lunchtime for students to complete assignments and get additional assistance. Should a teacher find that a student is not completing assignments, the student may be referred for support and assistance to complete missing assignments (parents/guardians will be notified of repeated instances).
- 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	November 10
Parent Teacher Interviews	November 16/17
Report Card Day and	January 31
Parent Teacher Interviews	February 6/7
Report Card Day and	April 6
Parent Teacher Interviews	May 18
Final Report Card	June 29

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 teacher – created summative assessments, 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.

**Every student has different learning styles and learning needs. Students are encouraged to explore accommodations that may include audio, Read/Write supports, extended time to complete assessments, etc. Please discuss any of these needs with a teacher, learning support teacher, or school administration.**

#### **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 may be considered for retention. The principal, in consultation with parents, will determine the final decision to retain or promote a student.

### **COMPREHENSIVE COUNSELLING AND GUIDANCE PROGRAM**

In junior high, students have increased access and contact with Division career counselling services. Supports from our career coaches are 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.

### **2. WELLNESS COACHES**

Prairie River Junior High has a Wellness coach 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 – corrective action will be taken.*

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, cyber bullying 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. Teachers 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**

*HPSPD 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 ...

**Administrative Procedure AP173 – No smoking, vaping, or tobacco products are allowed in school, or on school property at any time. Devices have been installed in all bathroom areas that detect room conditions such as vape use, smoking, tampering, and auditory alarms that indicate concerning behavior within each of these rooms (aggression, conflict, etc.). These devices DO NOT record audio or video information.**

**All students who are found in a bathroom while an alarm has been triggered will be subject to an investigation to determine circumstances, and resulting discipline will be applied to all students found in the space at the time of the alarm.**

**Students who have vapes or smoking materials in their possession will have these materials confiscated and materials will be destroyed by school administration.**

**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. Incidents that occur after the school day or on weekends or breaks may still be subject to school discipline, if school students are involved (ex. cyber bullying)

Prairie River uses an incremental approach to student discipline. First and foremost, we hope to resolve virtually all issues through the use of our **Restorative Practices** process. Often this involves the student and teacher having a discussion to determine how the situation or behavior can be corrected, in order to put the issue behind us in the most effective way possible. In the event that students are asked to be part of a **Restorative Practice Circle**, parents will be notified. Students taking part in a Restorative Practice Circle will always have an opportunity to

be accompanied by their own support person. Administration may be involved during any part of this process, in order to help find equitable outcomes for all involved.

### **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/In School Suspension)**

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 student work rooms in the main office area. Phones must be handed to our secretaries for the duration of the .in a quiet, very controlled environment away from their peers. The rooms remain unlocked, and frequent check ins are made by staff. Students in In-School Isolation are required to eat lunch (provided by the school) at the school.

### **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. If an incident results in suspension during a sports event or activity while representing our school, the student is suspended from that team or activity for the term of the suspension.

## **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**

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.

NOTE: Fighting is an automatic suspension, and offenders may also be charged and/or fined by the Town Constables or RCMP, 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. Please let us know if there are challenges or circumstances that affect your child's attendance at school – we are here to support families in as many ways as possible. Notwithstanding unique or special circumstances, Attendance Board referrals may be made for students with chronic attendance problems.

### **2. LATES**

Students arriving late for classes must collect necessary class materials, and quietly go to the correct period class. If there are 2 lates in a day, or a student has been late 2 times for the same class, they will need to serve a Detention for the first half of lunch (12:13-12:43). The school may be contacting Parents, should there be consistent lates. Students are required to complete a "Detention Reflection" during their time in detention. This is designed to ensure students are reflecting on the behavior that resulted in a detention, and how best to correct the concerning behavior.

### **3. CONTACT**

Parents, we appreciate you contacting the school office when your child is absent or late. 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. 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.

### **6. MEDICAL CONDITIONS**

Please provide a doctor's note if physical activity is not permitted or if modifications to an activity may be required. As well, those students who require electronic monitoring of a condition (eg, diabetes blood glucose monitoring), these students will be exempt from the personal electronics prohibitions.

## **SCHOOL OPERATION**

### **1. PRJH ELECTRONIC/CELL PHONE 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 please ensure that:

- **Personal electronic devices (cell phones, air pods, headphones, smart watches or other communication devices) are powered down during class time and are locked safely in student lockers. Students must not have possession of personal electronic devices during instructional time. Families are encouraged to call the school at 780-523-4418 should they need to urgently speak with their child.**
- Personal electronic devices are used only before and after school, and during the lunch hour (12:13 – 1:13 PM).
- Should students keep their devices upon their person during class time, they must turn them into the office for the day (we recommend powering off cell phones prior to handing them in at the office).
- Should students turn their phones into the office, and require banking app access to purchase lunch, they will be provided a free lunch from our canteen.
- Repeated violation of our cell phone policy may result in parent contact being made, and a request to parents to come to school to collect the phone.

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.

### **2. SCHOOL DRESS/FOOTWEAR**

It is critical for staff to be able to visually identify all people in the building. Please keep hoods down throughout the day. Hats may be worn in classrooms and hallways – please remove them during the playing of the national anthem. 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 cover all private areas of the body. Tops and bottoms are required for all students. No heavy or lined jackets are permitted to be taken into classrooms. Purses or bags are not permitted in class except with special permission. Offensive language and/or graphics are not appropriate for school. Clothing may not promote gang related symbols or colors, sexism, violence, sexual behavior, or show any drug or alcohol substances or products. Administration reserves the right to final judgment regarding appropriate clothing. **Students must have a pair of running shoes for indoor use only. These shoes must have non-marking soles.**

### **3. 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
- i)

### **4. LOSS OR DAMAGE TO EQUIPMENT OR BOOKS**

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

In accordance with The Education Act:

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

- (a) 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) if 2 or more students act together, the students and their parents are jointly and severally liable to the board in respect of the act of the students.*

### **5. LUNCH BREAK**

Students are encouraged to remain on school grounds during lunch (12:13-1:13). 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. Returning to the school in time for afternoon classes (1:13) is very important and we appreciate support from home to ensure students are successful in this regard.

#### **6. LUNCH TIME ACTIVITIES**

Various activities take place at lunch time (during the 2<sup>nd</sup> half of lunch: 12:43-1:13). These activities include, but are not limited to: intramurals, computer usage, library usage, extra help sessions, and various clubs.

#### **7. 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. All school rules apply to students on teams, or during activities. In the event that a school rule is violated during extra-curricular activities/events, regular school disciplinary practices will be followed.

#### **8. 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.

#### **9. STUDENT AWARDS**

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

- (a) Monthly awards are chosen by the staff for academics, athletics, leadership and students who have shown great effort and progress.
- (b) The Honor Roll is prepared at each reporting period. Honors Club membership is achieved by students maintaining an average of at least 75%.
- (c) 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

- (d) An Awards Ceremony and Open House is held early each September to honor the outstanding students from the previous school year. Students who have an average of 75% to 79% are Silver Honors Club pin for their grade. Students who have an average of 80% or higher are presented with Gold Honors pin. The Honors Club pins for each grade are supplied by School Council and the plaques are supplied by Student Government.

## **10. 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 are unable 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.**

## **11. SCHOOL COUNCIL/PRAIRIE RIVER TRAVEL ASSOCIATION**

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 involvement in school council, which may include attending monthly meetings, providing feedback to School Council or School Administration regarding school issues, fund-raising (Travel Association only), supervision of dances and sporting events. Please refer to our school website for meeting dates.

Our Prairie River Travel Association is the organization that raises funds and hosts casinos (every 3 or 4 years) to help provide students with a wide variety of benefits, from helping to pay for student fieldtrips, chromebooks, awards, etc.

## **12. 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/resources. 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. LEARNING COMMONS (Library)**

Students are encouraged to make full use of the Learning Commons (Library) and its resources for their curriculum related needs, as well as providing a quiet space for reading for pleasure.

Students are taught to use a variety of research strategies 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.

**Students will be assigned a Chromebook number – please use only the number assigned to them in each Chromebook cart. At every use, students need to open their chromebook and inspect it for damages from previous users. If there are damages or defects in any way, immediately notify a staff member so that it can be noted. Device failure or damage will occur from time to time, but students are responsible for reporting damage to their assigned device. If intentional damage occurs, a conversation will be held with student and parents to determine how to best rectify the situation.**

## **EXTRA CURRICULAR POLICY**

### **1. ACADEMICS**

Students need to work closely with school staff in order to be on a path for academic success. Students who have failing grades and/or unfinished assignments will need to meet with teachers to develop a pathway for success that includes a specific time frame for completion of required work, as well as assignments or assessments required. Tutorials will be offered at lunchtime, and (often) after school for those students committed to improving their academics, and taking part in extra-curricular activities.

Although student athletes playing for the Outlaws Football Team are on a community team, Prairie River Junior High works closely with High Prairie Football to align expectations for both the Outlaw and Renegade Football teams.

### **2. ATTENDANCE**

Regular attendance is critical to success in school. 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 in 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 partner communities and therefore must treat all facilities and property of any school or place visited with the utmost respect.

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

As a student athlete, or as a competitor/participant in any competition or event at Prairie River, all students must remain committed to their team and show positive sportsmanship at all times. In the event that a student chooses to quit a team, they are required to meet with the staff advisor/coach prior to receiving permission to join any subsequent team later in the year.

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

Alcohol, tobacco, illicit and performance enhancing drugs are illegal for consumption for anyone under the age of 18. Any student found to be using any illegal substance is subject to suspension, during which time they cannot participate in extra-curricular activities.

#### **6. Student Athlete Teacher Permission Forms**

All student athletes are required to get teacher permission from core teachers for all sports team competition. These forms include all elements that students are responsible for, including academics, behavior and attitude. **If a student fails to get all teacher signatures they will not be permitted to participate in the upcoming event.** Forms are handed out on the first school day of the week (usually Mondays) and students must visit each of their teachers during morning classes for a written description of any conditions that must be met before students obtain teacher permission. Students then have two to three days to complete required work, and then return to each teacher to have them sign off on permission to participate in the event. Forms will not be accepted on Fridays, or on the day of any event