



Northcott
Prairie School

Student/Parent Handbook



275 Hillcrest Drive SW · Airdrie, AB · T4B 4C8

403-945-4155

<https://northcottprairie.rockyview.ab.ca/>

Devon Sawby
Principal

Cheryl Steadman
Assistant Principal

Dan New
Assistant Principal

Our Mission

To Elevate the Educational Experience

The highly dedicated staff at Northcott Prairie School exude passion, energy and an unwavering commitment to empowering the potential in every learner. Every member of our team strives to create:

- A strong culture of care.
- A learning environment driven by research-based approaches (balanced programming, Positive Behaviour Intervention and Supports, and the Collaborative Response Model).
- Building strong relationships with all stakeholders.

Our Founding Principles

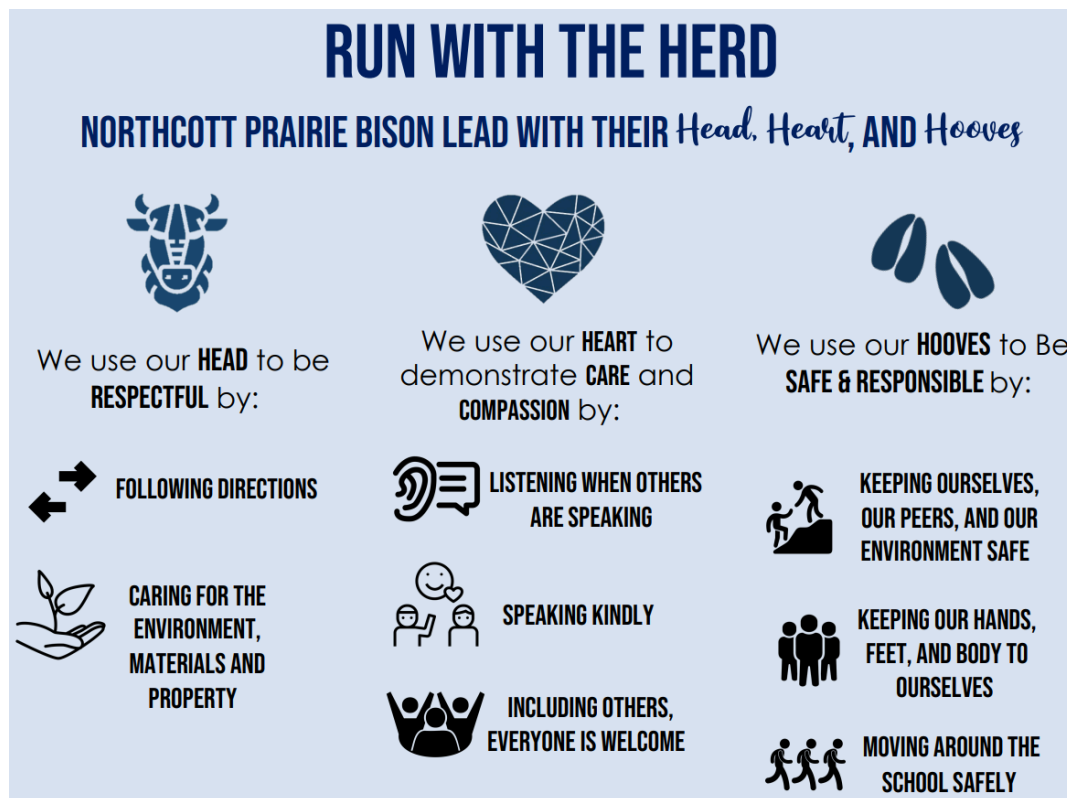
At Northcott Prairie School we are...

- A family of learners who value and respond to diversity
- Intentionally positive
- Designers of purposeful learning
- Transparent about school-wide systems and structures

CODE OF CONDUCT

At Northcott Prairie School, students in our Bison herd **LEAD** with their **HEAD, HEART**, and **HOOVES**. The matrix below highlights how we use our **head** to be respectful, use our **heart** to demonstrate care and compassion, and use our **hooves**

to be safe and responsible. The Northcott Prairie matrix is found in shared areas, in classrooms, and is referred to when discussing how we will exist as community members within this school.



ROCKY VIEW SCHOOLS CODE OF CONDUCT

Rocky View Schools endorses a set of desirable personal and interpersonal character traits that incorporate universal values common to all religions and ethnic-cultural groups, including respect, integrity, empathy, compassion, independence, cooperation, responsibility, and self-control. Rocky View Schools affirms the rights of each student enrolled in a school operated by the Board as provided for in the Alberta Human Rights Act and the Charter of Rights and Freedoms.

Students are expected to learn, practice, and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Students are to foster a sense of belonging amongst all students.

Within this context, students are expected to pursue academic and cultural studies to maximize their individual potential in becoming self-reliant, responsive, and contributing members of society.

For further detail use the following link: [RVS Student Code of Conduct](#)

IMPORTANT DATES

**Dates may be subject to change. Please check the Northcott Prairie School Website calendar for any changes. **

September 3 & 4 – Staggered Start	December 21 to January 5 – No School
September 12 – Welcome Back Event	February 17 to 21- No School
September 30- No Classes	March 10 – No School
October 11 & 14 – No School	March 31 – No School
November 1 – No School	April 2 & 3 – Celebration of Learning
November 11 – No School	April 18 to 27 – No School

November 20 & 21 – 3-Way Conferences	May 16 & 19 – No School
December 2 – No School	June 25 – Last Day of School

ATTENDANCE

As per the Alberta School Act, attendance is compulsory, and necessary for success. General attendance for the day is taken during homeroom first thing in the morning and after lunch. We ask that parents who know their child will be away for the day report this in Safe Arrivals (<https://go.schoolmessenger.ca/#/home>). Students leaving the school before the end of the school day are required to be signed out by a parent or guardian. If a student is late, or returns after being signed out, they are required to sign back before going to class.

Safe Arrival and PowerSchool do not communicate “late” and leaving early” information to the school. Please phone (403-945-4155) or email (northcottprairie@rockyview.ab.ca) with this information.

ABSENCES (EXTENDED)

In the event of any extended absence, other than for illness, parents are asked to inform their child’s homeroom teacher along with the office. Under the School Act, the school is not required to support extended absences for holiday or travel purposes. Please consider extra holidays during the school year carefully as student achievement may be affected. Teachers are under no obligation to provide instruction or materials for students who miss school due to extended holidays.

ARRIVING LATE AND LEAVING EARLY

Northcott Prairie school has a soft start each day with doors opening at 8:00 and classes officially beginning at 8:10. Late arrivals are disruptive to instruction and do not provide the best start to the day for your child. Students should be seated and ready to learn in their classroom by 8:10 a.m. Students who arrive after 8:10 a.m. must check in at the office. Students are expected to arrive promptly to all classes. The classroom teachers will handle individual incidents of tardiness. Chronic tardiness will be referred to Administration.

A parent or guardian must sign out students at the office, who are leaving school at any time during the day, other than regular dismissal. For security purposes, the school reserves the right to decide if a student can be released to the care of an adult based on permissions and custody orders that may be on record. Parents are asked to ensure our records are up to date, including phone numbers. **Parents are also asked to provide written permission for someone other than the regular adult to pick up your child by emailing the school at northcottprairie@rockyview.ab.ca.**

BUSSING

Parents new to the school must register their children with Rocky View transportation prior to the student taking the bus. Information with regards to bus registration, bus fees and routes can be found at <https://www.rockyview.ab.ca/schools/busing-transportation>. Bus route assignment, pick up times, alternate drop offs, or any other concerns should be clarified with bus drivers. Conduct and discipline matters occurring on the bus will be handled by the driver, the school administration, and the parents. Matters of misconduct are recorded in a “Misconduct Report” which are filed with the bussing supervisor and may result in suspension of bus privileges.

Misconduct is the type of behaviour that distracts the bus driver from his/her primary task, which is the safe transportation of our students. Misconduct includes indecent or vulgar language, horseplay, loud or unruly behaviour, standing or moving from seat to seat, failure to obey the directions of the driver, and failure to sit in assigned seats.

CHILD DEVELOPMENT ADVISOR (CDA)

Students are encouraged to consult with our CDA’s if they are having social or emotional difficulties or if they would like help in solving a personal problem.

The CDA may refer students and / or families to other individuals or agencies. Students are encouraged to access the CDA if they are facing challenges or are seeking support and/or guidance. Parents may contact the CDA by telephoning the school or emailing them through the website contact page. The CDA offers students a place to talk and discuss in confidence. As well, guidance can be given with organizational skills, study skills, and friendship skills.

Please note: CDAs are not counsellors or therapists.

COMMUNICATION

We have found that if families and school are involved in the education of children and are communicating with each other, many problems or concerns are soon solved or prevented. The first point of contact would be the classroom teacher. Please let us know if you have a question or a concern. [Here is a link to the staff directory](#) on our school website. Contact can be made via email, through a phone call, or by booking an appointment. Each week, we issue our weekly newsletter called the Northcott Prairie Post sent to families on Fridays or the last day of the school week. The newsletter is a terrific way for parents and students to learn about what is happening in the school and can also be found on the school website.

DRESS EXPECTATIONS

Northcott Prairie School does not have a specific dress code for staff, parents, and students. However, we do expect all members of our Bison herd to dress for success. This means staff, parents, and students are encouraged to dress in a way that would prepare themselves and their peers to learn. In general, clothing and attire should not detract from the learning environment.

If clothing is deemed inappropriate by staff, the student will be referred to the office, where NPS administration will support next steps and solutions.

Students are asked to have two pairs of shoes at school – one pair to wear outdoors and another pair to wear indoors. NPS strongly encourages students to bring gym-appropriate footwear as their indoor shoes.

Appropriate gym shoes are fully enclosed footwear suitable to run in. Students are not permitted to wear sandals, crocs, boots, and/or participate in bare feet.

SCENT AWARE SCHOOL

Northcott Prairie School is a Scent Aware school. We have some individuals on staff with severe scent allergies. We ask that students and staff refrain from wearing scents to support the health of all our Bison herd.

FIRE DRILLS AND SCHOOL LOCKDOWNS

Safety is our primary reason to practice drills. Drills are completed at regular intervals throughout the year. It is essential that everyone obeys the signals and follows instructions quickly and quietly.

HOMEWORK

During the school year parents can assist teachers by establishing a quiet time each day where your child is encouraged to do his/her homework, read or review. Encourage your child to regularly read every evening. Homework should amount to no more than 20 minutes per evening for elementary age children and about 30 minutes for middle-year students. However, the quantity of homework will be influenced by the students' use of class time. You can monitor your child's work/assignments through your child's PowerSchool.

LEARNING SUPPORT AT NORTHCOTT PRAIRIE SCHOOL

At Northcott Prairie we have Learning Support teachers and Learning Assistants that make up the Learning Support team. Learning Support looks different at every grade as our goal is to meet the needs of our learners. Learning Support staff work collaboratively with classroom teachers to best meet the needs of

our students. Some of the ways the Learning Support Team supports staff and students at Northcott Prairie are through whole class, small group, or individual intervention.

Learning Support also supports the development of Individual Program Plans (IPPs). Northcott Prairie IPPs are created in the fall, reviewed in the winter, and reviewed again in the spring. Collaboratively, with families, IPP's are developed and reviewed throughout the year. Parents are encouraged to reach out to their child's teacher or the learning support team any time throughout the year to discuss their child's progress, ask questions, or voice concerns.

LOCKERS

Lockers are assigned to **some** students by their teachers at the beginning of the term. These locker assignments are often in direct correlation for what works best for a variety of classroom locations. Students in grades 1-5, who have lockers, will not have a lock. Students in grades 6 to 9 are provided with a locker and lock at the beginning of the year. If a student in Grade 6 to 9 loses their lock, the school can replace it for a fee. Only school-provided locks can be used at school.

LOCKER SEARCHES

Lockers are the property of Rocky View Schools and are loaned to students. The storage of any unsafe or illegal items is prohibited. Use or suspected use of a locker in this manner will result in searches by authorized school staff and may result in a loss of privileges or disciplinary action.

LOST AND FOUND

Students are expected to accept personal responsibility for their possessions. The school will endeavor, as much as possible, to help recover lost or stolen articles. The Lost and Found rack and containers are located in the front entrance of the school near the gym. Articles left in the Lost and Found will be donated to charitable causes on a regular basis depending on the number of articles left behind.

LUNCHTIME

All students are invited to eat their lunch at school in their homeroom classes. We have two lunch periods, that are grouped by grade level. Please see the bell schedule for the grade level's lunch and recess times.

A few general Nutrition reminders:

- For the safety of all of our students, NPS is a nut aware school.
- Students have a morning snack time and lunch period; please ensure you are packing enough food to sustain your child through the day.
- RVS uses the [Alberta Nutrition Guidelines](#) to support food in the school initiatives.

Students in Grades 7, 8, and 9 will be permitted to leave the school during lunch if an 'off-campus form' has been completed and submitted to the office, all other grades are required to stay on campus for the duration of the lunch break

All students must act respectfully off-campus as they represent themselves and Northcott Prairie School. Failure to act respectfully in the community could result in a loss of this privilege.

MEDICATION, ALLERGIES AND OTHER MEDICAL CONDITIONS

Northcott Prairie School will not issue any medication or provide any medical attention beyond that of first aid treatment. Parents, emergency contacts, or an ambulance will be contacted. Students that require Epi-Pens should keep at least one at the office in case of an emergency. Although Northcott Prairie School is 'nut-aware,' parents should **not** assume that the school is allergen free. We have requested that nuts not be brought to school, but we **cannot guarantee** that everyone will comply with our request.

Parents of children with severe allergies are strongly 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 they carry.

Parents must complete the "Request for Administration of Medication" form if your child has medical conditions of which the school must be aware and for any medication that is brought into the school. Teachers review Epi-pen use for seizures and diabetes as part of required Occupational Health and Safety modules each fall.

MOBILE DEVICES

The provincial government established [standards](#) for personal mobile devices and social on Sept. 1, 2024. Aligning with the province, RVS is committed to fostering a focused and engaging learning environment. By establishing clear expectations for the responsible use of cell phones, personal mobile devices, and social media in schools we can work together to reduce distractions and maximize valuable instructional time. [Administrative Procedure \(AP\) 148: Responsible use of Personal Mobile Devices and Social Media in Schools](#) has been developed and provides clear direction in all RVS schools for students and families. This administrative procedure is in effect as of the first day of school.

RVS teachers and administration teams will work with students to help them understand the expectations of personal mobile devices and social media at school. Families are encouraged to read the new AP and discuss it with their child(ren).

AP Highlights:

- The safest place for students' devices is at home. Should they choose to bring them to school, they must be out of sight and turned off or silent. Parents/guardians and students assume full responsibility if their device is lost, stolen or damaged.
- Students cannot use their personal mobile device in school during instructional time, unless specially authorized by their school's administrator or their teacher for educational purposes. This includes any personal electronic device that can be used to communicate with or access the internet. Examples include cell phones, smart watches, laptops, and tablets.
- Students with health or medical reasons or special learning needs may be granted permission to use personal mobile devices during instructional time, upon completion of [Form AF148A](#) or as indicated in the student's Individualized Program Plan.
- Students will not have access to social media platforms at school over the school's Wi-Fi network and are not permitted to access it at school using their own data plans to ensure students remain focused on educational tasks.
- The AP includes progressive consequences designed to have teachers and administrators work with students and parents/guardians toward the common goal of limiting distractions and staying focused on learning.

Consequences for Non-Compliance:

Event	Action	Description	Follow-Up
First Incident	Verbal Warning	Student is reminded of the expectations regarding responsible use of Personal Mobile Devices and/or social media.	The teacher will notify the student of the potential consequences for repeated offenses.
Second Incident	Confiscation and Parent/Guardian Informed	The student will turn in the Personal Mobile Device to the teacher, and it will be returned to the student at the end of class.	The teacher will record the incident and inform the student that subsequent offenses may result in more significant consequences. Parent/guardian is informed by the teacher.

Third Incident:	Confiscation and Parent/Guardian Involvement	The student will turn in the Personal Mobile Device to the office and can retrieve the device at the end of the school day from the office. School administration will document the incident.	An Administrator will contact the parents/guardians to inform them of the repeated infractions to discuss the issue and reinforce the procedure and to notify of next step.
Fourth Incident	Loss of Privileges	For a period of one school week the child will not bring the mobile device to school or will turn it into the office at the beginning of day and retrieve it when they leave for the day.	A formal letter will be sent home to the parents/guardians from administration outlining the repeated offenses and the disciplinary actions taken. School administration will document the incident.

SCHOOL CLOSURES

In the event of inclement weather preventing bus travel to school, parents will be advised of any decision to close the school by announcements made on local radio stations as early as a decision can be reached. Closure information will also be posted on the Rocky View Website at www.rockyview.ab.ca. After students have been conveyed to school, the school WILL NOT be closed by the administration. Please ensure that your child wears appropriate footwear and clothing to accommodate the weather. Schools in an individual attendance area may be closed as per the procedures established by the Local Emergency School Closure Committee if any of the following apply:

1. Road or climate conditions are such that travelling to and from school is hazardous to the well-being of students.
2. Road conditions prevent enough staff from being available to ensure adequate instruction and supervision.

It is the parent's decision to determine the safety of your child's travel to school.

BUS CANCELLATIONS/DELAYS

Bus routes may be cancelled when a driver feels the road / weather conditions are unsafe. This information can be found by accessing the following link: <https://www.rockyview.ab.ca/schools/busing-transportation/late-bus-alerts#school/9285>.

More information can be found on Rocky View Schools website <http://www.rockyview.ab.ca/transportation>. Please remember if the buses do not run in the morning, the buses do not run after school.

SCHOOL EDUCATION PLAN

Each year, Northcott Prairie School writes a School Education Plan compliant with the goals of Alberta Education and the requirements of Rocky View Schools. The School Education Plan is finalized in October of each school year and posted on the school's website at that time.

SPECIAL LUNCH PROGRAM

On the last day of each week, our school council organizes a special lunch supplied through Healthy Hunger. Parents are encouraged to set up an account with Healthy Hunger, where they can order lunches for those days and can also specify special dietary requirements. The website for Healthy Hunger: <https://www.healthyhunger.ca>

STUDENT ASSESSMENT AND EVALUATION

There are two types of assessment. Formative assessment is the day-to-day; in the moment coaching gives students feedback they need to improve. It can come from the teacher, from peers, or in the form of self-assessment as students use rubrics or samples of quality work. Summative assessment is a more formal snapshot of what a student can do and may happen at the end of a unit, or at the end of a term, and is representative of what students know at a given point in time. Summative information is what is communicated to parents on a report card.

Teachers regularly input students' academic information into an on-line program called PowerSchool, which can be found at the following link: <https://ps.rockyview.ab.ca/public/home.html> . In addition, one formal report card can be accessed digitally each year at the end of the school year in June. It will indicate student achievement in relation to the Alberta Program of Studies and include information on student learning habits.

STUDENT LEADERSHIP

Student Leadership is an important part of Northcott Prairie School. Students are encouraged to be part of formal student leadership classes from grades 6 to 9, and we have also had some participation from students in the younger grades, depending on the activity. At Northcott, some of the activities and events our leadership students are a part of are planning and hosting school assemblies, welcoming and touring new families and special guests, and supporting staff in planning and implementing positive school culture activities and events.

BELL SCHEDULE

Monday to Friday

- Doors are locked and classes start at 8:10AM.
- All days in the week have the same schedule; no early dismissal on Fridays.
- Kindergarten students attend every regular school day.

	Bus Drop Off	Start	End	Bus Departure
Grades 1 to 9	8AM – 8:10AM	8:10AM	2:23PM	2:33PM
Kindergarten AM	8AM – 8:10AM	8:10AM	10:52AM	
Kindergarten PM		11:40AM	2:22PM	2:33PM

Recess and Lunch Times

Grades 1-5			Grades 6-9	
Morning Recess	9:50AM – 10:07AM		Morning Recess	10:28AM – 10:45AM
Lunch Recess	11:45AM – 12:03PM		Lunch Recess	12:15PM – 12:33PM
Eating Period	12:03PM – 12:23PM		Eating Period	12:33PM – 12:53PM

SCHOOL COUNCIL

All parents and guardians of students attending Northcott Prairie School are automatically part of our School Council. The School Council normally meets once a month, and it is an excellent way to participate in the life of our school. The School Council is an advisory body that helps the school administration to make decisions and give feedback on initiatives and programs. Northcott Prairie School Council has a webpage on the Northcott Prairie website. You can access meeting dates and times, agendas, and minutes at the following link: <https://NorthcottPrairie.rockyview.ab.ca/get-involved/school-council>

TECHNOLOGY

Northcott Prairie School aims to leverage technology as an access point to learning. We are a one-to-one school in grades 7-9, encouraging students to bring their own device. For our other grades, we provide

access to Chromebooks and iPads, depending on the grade level a student is in. Technology should be used to make learning accessible for students, to provide choice in how student work is produced and delivered and to provide another instructional strategy for staff. All students and staff are required to sign a Responsible Use Agreement at the beginning of each year.

VOLUNTEERS

For security and safety reasons, ALL volunteers must sign in at the office and receive a volunteer badge that is visible while in the school.

A Criminal Record and Vulnerable Sector Check must be completed, and a copy must be submitted to the school office prior to volunteer activities. You can get the Criminal Record Check from the RCMP detachment based on your address. There may be a fee charged by the RCMP detachment related to obtaining the Criminal Record Check. Volunteers must submit new Criminal Record Check and Vulnerable Sector Check every 5 years. In addition, a Confidentiality Form must be done every school year.

Volunteers play a key role in helping us provide a quality education for all students. Moms, dads, aunts, uncles, older siblings, guardians, and grandparents are certainly welcome. Volunteers may be asked to prepare classroom materials, read with students, create bulletin boards, photocopy materials, serve hot lunches, help in the library, accompany students on field trips, etc.

WHO TO CALL IF YOU HAVE A CONCERN

During the year, you may have a concern about your child and their programming, relationships, behaviours or any other area. Your child's homeroom teacher is always your **first point of contact**. The Child Development Advisor (CDA) is also a good contact person concerning behavioural or social-emotional issues. If you feel the issue or concern has not been resolved through those channels, you are invited to call or email the Administration of Northcott Prairie School.