



Provost Public School

Parent & Student Handbook

2025-2026

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Provost, AB
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Staff

Stacy Brouwer, *Principal*

Katrin Heim, *Assistant Principal & Inclusive Learning Lead*

stacy.brouwer@btps.ca

katrin.heim@btps.ca

Grade	Teacher
Kindergarten	Corinne Trenerry
1/2	Joanne Shaw
2/3	Dawn Doetzel
4/5	Teresa Boerrichter Elyscha Kleinsasser
5/6	Michelle Dunwoody
7	Fawn Beatty
8	Mike Olsen
9	Sherrilyn Spencer
10	Clay Creasy
11	Chris Tuckey
12	Alesha Campbell

Administrative Assistants
Roxy Reinhart
Kim Pickard
Educational Assistants
Terri-Lynn Culleton
Aylene Jago
Avis Youse
Christine Downing
Donna Wark
Dorothy Connauton
Tara Davis
Melissa Meier
Samantha Botting
Tori Giggs

Bus Drivers
Dawn Read
Carrie Craig
Debbie Scammel
Larry Rushton
Stephen Ganser
Lynn Torpe

Custodial Staff
Olena Shustrova
Bernie Cifra
Ma Luisa Lasquitas

School Calendar



2025-2026 BTPS SCHOOL YEAR CALENDAR

Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							LEGEND				
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	<div></div> Holiday	<div></div> Day-in-Lieu			
					1	2	1	2	3	4	5	6							1	2	3	4	5	6	7	8		<div></div> Self Directed Teacher Day	<div></div> ATA PL Day / Convention			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	26	27	28	29	30	31						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31													
31																																
DECEMBER							JANUARY							FEBRUARY							MARCH											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28												
28	29	30	31				25	26	27	28	29	30	31																			
APRIL							MAY							JUNE							JULY											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
													1	1	2	3	4	5	6													
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27												
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30																
							31																									
STUDENT NON-ATTENDANCE DATES																																
August 25	Self Directed Teacher Day																															
August 26	School Based PL																															
August 27	BTPS Learning Day (All Staff)																															
August 28	School Based PL (All School Staff)																															
August 29	Self Directed Teacher Day & Support Staff Conference																															
September 1	Labour Day																															
September 30	National Day for Truth and Reconciliation																															
October 13	Thanksgiving Day																															
November 10	Designated Day-in-Lieu (Staff Meeting)																															
November 11	Remembrance Day																															
November 12	Designated Day-in-Lieu (Parent Teacher Interviews)																															
November 13	School Based PL																															
November 14	ATA Professional																															
Dec. 22 - Jan. 2	Christmas Break																															
January 29	School Based PL																															
January 30	Self Directed Teacher Day																															
February 12 & 13	ATA Teachers' Convention																															
February 16	Family Day																															
March 13	BTPS Learning Day (Teachers)																															
March 27	School Based PL																															
April 3	Good Friday																															
April 6-10	Easter Break																															
May 14	Designated Day-in-Lieu (Staff Meeting)																															
May 15	Designated Day-in-Lieu (Parent Teacher Interviews)																															
May 18	Victoria Day																															
June 26	Self Directed Teacher Day																															
** Central Office will be closed to the public in the summer from July 20 - July 31, 2026.																																
The first day for students is September 2, 2025 . February 2, 2026 is the first day of Term 2. June 25, 2026 is the last day of school for students.																																
Please be reminded that when inclement weather does not allow us to operate our buses, schools will be open, classes are occurring and student learning continues. As with any absence, students who miss material will be provided with an opportunity to receive instructional material through an alternate means or catch up on missed school work upon return to school.																																
Students are required to be in attendance until the last day of school as identified by the BTPS Board Approved Calendar. Final exams at the Grade 7 to 9 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in non-diploma courses at the Grade 10 to 12 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in diploma courses will occur as described in the Alberta Education Diploma exam schedule (www.education.alberta.ca) and submission of marks will occur the day prior to the diploma marks submission date. During non-examination times, tutorials, course review and alternate activities will occur.																																
The total student days in this year's calendar equals 180 days.																																
Email: buffalotrail@btps.ca																																

School Fees

2025-2026 BTPS Enhanced Education Fees are \$60 (\$30 for Technology and \$30 for Supplemental Supports). The [2025-2026 Provost Public School Fee Schedule](#) is posted on our website.

For information on how to pay your child's school fees, please visit our website at <https://provost.btps.ca/pay-fees>.

For more information, please refer to BTPS [201.5AP Fees for School and Transportation](#) and the accompanying [BTPS Fee Schedule](#).

At Provost Public School, we believe Panthers create BELONGING, PERSEVERE, and engage in ACTIVE LEARNING.

Bell Schedule

BELL TIMES FOR ELEMENTARY STUDENTS

START	END	BLOCK	TIME
8:50 am	8:55 am	Announcements	5 minutes
8:55 am	9:36 am	Period 1	41 minutes
9:36 am	10:11 am	Period 2	35 minutes
10:11 am	10:25 am	Morning Recess	14 minutes
10:25 am	10:29 am	Transition	4 minutes
10:29 am	11:07 am	Period 3	38 minutes
11:07 am	11:50 am	Period 4	42 minutes
11:50 am	12:08 pm	Lunch	18 minutes
12:08 pm	12:28 pm	Lunch Recess	20 minutes
12:28 pm	12:32 pm	Transition	4 minutes
12:32 pm	1:15 pm	Period 5	43 minutes
1:15 pm	1:49 pm	Period 6	34 minutes
1:49 pm	2:02 pm	Afternoon Recess	13 minutes
2:02 pm	2:06 pm	Transition	4 minutes
2:06 pm	2:45 pm	Period 7	39 minutes
2:45 pm	3:27 pm	Period 8	42 minutes

BELL TIMES FOR JR/SR HIGH STUDENTS

START	END	BLOCK	TIME
8:50 am	8:55 am	Announcements	5 minutes
8:55 am	9:38 am	Period 1	43 minutes
9:38 am	10:20 am	Period 2	42 minutes
10:20 am	10:25 am	Morning Break	5 minutes
10:25 am	11:08 am	Period 3	43 minutes
11:08 am	11:50 am	Period 4	42 minutes
11:50 am	12:32 pm	Lunch Break	42 minutes
12:32 pm	1:15 pm	Period 5	43 minutes
1:15 pm	1:57 pm	Period 6	42 minutes
1:57 pm	2:02 pm	Afternoon Break	5 minutes
2:02 pm	2:45 pm	Period 7	43 minutes
2:45 pm	3:27 pm	Period 8	42 minutes

Please Note: School Doors will open at 8:35 am.

Timetables

The Kindergarten, grade 1/2 and 2/3 combined classes will primarily be taught by homeroom teachers. Timetables for the remaining classes are as follows below:

[Grade 4/5](#)

[Grade 5/6](#)

[Junior/Senior High- Semester 1](#)

[Junior/Senior High- Semester 2](#)

Parking Lot Information

At Provost Public School, a safe and caring environment is always a priority. Over time, we have restructured our parking lot and surrounding areas to improve safety for everyone. Please take a moment to review the guidelines below.

School Doors

Please note that the school doors do not open until **8:35 am**.

Where Should Students Park?

Students who drive to school should park in the **north parking lot**, labeled *student parking*. This area is designated for student drivers and should be used appropriately and respectfully to ensure safety for all.

Where Should I Park if I am Dropping my Child Off at School?

Parents who are dropping off children are asked to enter through the student parking lot. Please proceed counterclockwise through the blue railing and park in the east parking spaces along the fence closest to the playground, which are designated as *visitor parking*.

- If dropping off your child, please park in a designated visitor parking spot before your child exits the vehicle.
- Please do not stop in the middle of the student parking lot or in undesignated areas, as this creates unsafe conditions with students entering, exiting, and parking their vehicles.
- This area is not a drop-off zone.

Where Should I Exit the Parking Lot?

Please leave through the student parking lot by traveling in a counterclockwise direction.

Where Should Students and Families Cross From the Parking Lot to the School?

The Town of Provost has placed crosswalks from the parking lots to the school. Please use these crosswalks at all times for safety.

Students riding bikes should **walk their bikes on the north-south sidewalk** in front of the school.

Where is Staff Parking?

Staff Parking is along the east and west sides of the staff parking area. Please keep the assisted parking spaces accessible for those who need to access this space.

Can I Use the Road In Front of the School?

For the safety of buses, students, and families, the road running north and south in front of the school is **closed between 8:00 a.m. and 4:30 p.m.**

Yellow Curbing

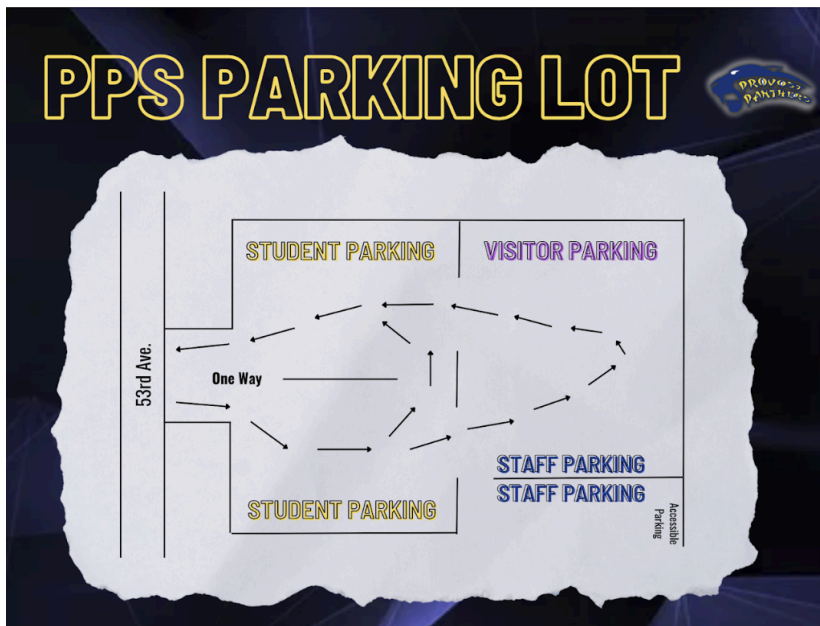
Please note that yellow-marked curbs on the street south of the school are *no parking zones*. Parking in these areas blocks sightlines for our bus drivers, creating unsafe conditions for both pedestrians and traffic.

Assisted Parking

We ask that all drivers respect the Assisted Parking spots that are reserved for families and guests who require easier access to the school.

- One Assisted Parking spot is located at the front of the school, on the east side of the staff parking area.
- The other is located on the south side of the school, created through collaboration with the Town of Provost.

Please support the needs of our families by keeping these spaces available and following the proper procedures.



Lockers

Lockers are assigned to students by the school for their use. Lockers are the property of the Board and staff may have access to a student's locker if they feel it is necessary. The school does not assume responsibility for lost or stolen items from lockers. Students are discouraged from bringing expensive electronic equipment. Students are required to use school combination locks and not personal locks. encouraged to use them to protect belongings.

Student Attendance

Expectations for student attendance are provided in the Education Act. It is the responsibility of the student and guardians to ensure compliance with this requirement. Guardians are expected to encourage regular school attendance and inform the school when an absence will occur. If your child is going to be absent from school, please inform the school by phone or by completing the electronic attendance form found on our [website](#).

The school will ensure students and guardians are informed promptly when the attendance of students is not satisfactory and is impeding learning.

PPS Student attendance procedures can be found [here](#). For more information, see [AP 202.1: Student Attendance](#).

Supporting Students: PPS Student Code of Conduct

Provost Public School is committed to fostering a culture of belonging.

The Education Act indicates that students will ensure their conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity, fosters a sense of belonging, and respects the rights of others.

At Provost Public School, we are committed to creating a safe, caring, welcoming school environment. Provost Public School staff will work collaboratively with students and families and make every effort to support and guide the student in learning. However, in accordance with the Education Act, there are times when student conduct may result in a consequence.

The PPS Student Code of Conduct is linked [here](#). For more information, please refer to [901BP Welcoming, Caring, Respectful and Safe Workplace and Learning Environments](#).

Technology

Students and Staff will be required to sign the Technology Protocol Agreement. This agreement pertains to all resources on the network of Buffalo Trail Public Schools. Responsible and ethical use of all technology will be mandated. In the event the agreement is not honoured, suspension from the use of technology in Provost Public School will be granted.

For additional information, please refer to [303/304.1AP Use of Division and Personal Technology](#) as well as BTPS [Student Responsible Use Protocol and Agreement for Technology Use](#).

Personal Electronic Devices: Supporting Students in Belonging, Perseverance, and Active Learning

It is recognized that the use of personal electronic devices in schools can be a source of distraction that can negatively impact children's and students' mental health, engagement, and learning.

Electronic Devices are defined as: any personal device that can be used to communicate with or access the internet (cell phone, tablet, laptop, Chromebook, Smartwatch, headphones, gaming device, etc).

The PPS Personal Electronic Device Policy is attached [here](#) and aligns with [303.1AP Use of Personal Electronic Devices](#).

Vandalism

Vandalism will not be tolerated. Acts of vandalism will be investigated. If a student has been involved in an act of vandalism, they may be required to pay for the damage. These decisions will be made in collaboration with the Principal, Director of Facilities, Director of Technology, and Secretary-Treasurer of Buffalo Trail Public Schools.

Further information can be found in [801.6AP Vandalism](#).

Alcohol, Tobacco, Inhalants, and Cannabis Prohibited

Buffalo Trail Public Schools is committed to providing a safe environment for students, employees and visitors. All BTPS buildings, school grounds, vehicles and school buses

contracted by the division shall be Alcohol, Tobacco, Inhalant, and Cannabis free environments.

1. All BTPS buildings, school grounds, vehicles and school buses contracted by the division shall be Alcohol, Tobacco, Inhalant and Cannabis free environments, restricting the use of:
 - a. Tobacco and tobacco products (including but not limited to cigarettes, cigars, bidis, kreteks, chewing tobacco, loose tobacco, snuff, dip, snus)
 - b. Inhalants (including but not limited to e-cigarettes, vapes, pipe/hookah and shisha)
 - c. Cannabis and any product containing cannabis in any form
 - d. Toxic substances or any substance used in an abusive manner
 - e. Alcohol and alcohol products

For more information, please see [901BP Alcohol, Tobacco, Inhalant and Cannabis Free Environments](#).

Energy Drinks at Provost Public School

At Provost Public School, we are committed to fostering a safe, healthy, and supportive learning environment. Our school's Health and Wellness action plans focus on active living, healthy eating, and social-emotional growth. Together, these efforts aim to help students build the knowledge, skills, and habits that support their overall well-being—physically, mentally, and emotionally.

These plans are developed in collaboration with our Health and Wellness staff leads, school staff, students, and our School Council. Decisions are informed by trusted health resources and community input to ensure they reflect what is best for student growth and safety.

As part of this commitment, **energy drinks are not permitted at Provost Public School**. Students are asked not to bring energy drinks to school, including during regular classes, lunch hours, extracurricular activities, and athletic events.

Research shows that energy drinks can negatively affect youth by:

- Disrupting sleep patterns and reducing focus in class
- Increasing heart rate and blood pressure
- Heightening anxiety and mood swings
- Contributing to poor hydration and unhealthy dietary habits

As a school community, we will continue to educate students about healthy choices and alternatives and provide opportunities to practice them in daily routines and extracurricular

activities. Families are encouraged to reinforce these habits at home to help students thrive both inside and outside of school.

Additional Resources:

- [Ontario Tech University](#)
- [University of Waterloo](#)
- [School Nutrition](#)

Final Exams

Exams will be scheduled and sent out through SWIFTK12 by the start of January and June. Teachers are responsible for making students aware of any changes in exam times.

Students in Video Conferencing or Learning Hub classes will follow the exam schedule set out by the sending teachers.

Students in grades 6 and 9 will write the [Alberta Provincial Achievement Examinations](#) in core subjects. Students in grade 12 will write the [Alberta Diploma Examinations](#).

High School Graduation Requirements & Pathways

Credentials for graduation can be found [here](#).

High school pathways can be found [here](#).

Guardians and students are encouraged to reach out to Mrs. Brouwer for more information and planning.

Assessment and Reporting

Assessments are posted in PowerSchool. If guardians are having difficulties logging into PowerSchool, they are encouraged to call the school office for assistance.

Although assessments will be posted, this is only one form of communication. At PPS, we believe strongly in parents as partners in education.

Teachers will maintain timely and transparent communication with guardians when students are not demonstrating success in meeting curricular outcomes or struggling with classroom conduct.

Guardians are encouraged to keep in regular contact with teachers through phone or email.

Learning is a relationship between educators, students, and guardians. Students are expected to engage actively in learning, take ownership of their learning, complete assignments on time, seek clarification when needed, and demonstrate academic integrity.

For more information, please refer to [301.1AP Assessment and Reporting](#).

Late Work

If an assignment is not turned in on time, teachers will communicate with parents and guardians. The student will need to have a conversation with the teacher and develop a plan to complete the assignment by an agreed upon deadline. After this time, the assignment will be recorded as a zero in PowerSchool.