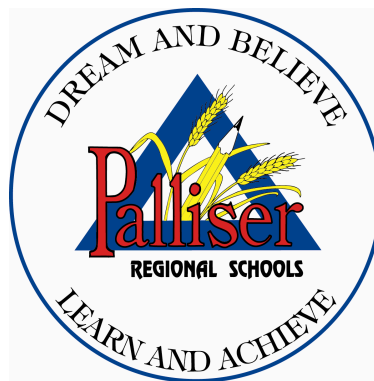




School Handbook

2025 - 2026



School Calendar and Bell Times

Please note we have bells to indicate: when to enter in the morning and afternoon, recess start and end times, and the final bell to indicate when it is time to go home. We do not have bells to indicate class changes. There are no instructional Fridays scheduled for the 2025-2026 school year.

Opening Bell	8:20 am
Period 1	8:22 – 9:15
Period 2	9:15 – 9:55
Period 3	9:55 – 10:33
Morning Recess	10:33 – 10:50
Period 4	10:50 – 11:33
Period 5	11:35 – 12:15
Lunch	12:15 – 12:33
Lunch Recess	12:33 – 12:55
Period 6	12:55 – 1:40
Period 7	1:40 – 2:20
Afternoon Recess	2:20 – 2:35
Period 8	2:35 – 3:20
Period 9	3:20 – 4:00
Home time bell	4:00 pm

Palliser School Division

Milo School Grade 1-9 Calendar 2025-26

August

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
ID 0 NI 5 O 5 M-TH 0				

August 26/27 New Teacher Orientation

August 25 - 27 Site Based PD Days

August 28 Division Day

August 29 Teacher Directed Day

September

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
ID 15 NI 1 O 16 M-TH 15				

September 01 Labour Day

September 02 First Student Day

September 29 Division Wide PD Day

September 30 National Day for Truth and Reconciliation (Non-Operational)

October

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
ID 18 NI 1 O 19 M-TH 17 F 1				

October 13 Thanksgiving Day

November

Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
ID 15 NI 1 O 16 M-TH 14 F 1				

November 10 Site Based PD Day

November 11 Remembrance Day

December

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
ID 12 NI 0 O 12 M-TH 12				

Winter Break December 22 - 31

January

Mo	Tu	We	Th	Fr
				1
5	6	7	8	9
12	13(D)	14(D)	15	16
19	20	21	22	23
26	27	28	29	30
ID 16 NI 1 O 17 M-TH 16				

Winter Break January 01 - 02

January 05 First Day Back after Break

February

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
ID 12 NI 2 O 14 M-TH 12				

February 16 Family Day

February 17 - 18 No Staff/Students

February 19 - 20 Teachers Convention

March

Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
ID 18 NI 1 O 19 M-TH 18				

March 13 Division-Wide PD Day

April

Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
ID 14 NI 0 O 14 M-TH 14				

April 03 Good Friday

April 06 Easter Monday

April 7 - 10 Spring Break

May

Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
ID 15 NI 1 O 16 M-TH 15				

May 15 Site Based PD Day

May 18 Victoria Day

June

Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
ID 16 NI 1 O 17 M-TH 16				

June 21 National Indigenous Peoples Day

June 25 Last Student Day Half Day

June 26 Teacher Directed Day - Last Day for Staff



Thursday, June 25, 2026	
Opening Bell	8:20 am
Period 1	8:22 – 9:15
Period 2	9:15 – 9:55
Period 3	9:55 – 10:33
Morning Recess	10:33 – 10:50
Period 4	10:50 – 11:33
Period 5	11:35 – 12:15
Lunch	12:15 - 12:33
Lunch Recess	12:33 – 12:55
Home time bell	12:55 pm
*School ends and buses pick up	

Non-Instructional Days			
Division-Wide PD Days August 28, 2025 September 29, 2025 March 13, 2026	Collective Agreement Teacher Directed Days August 29, 2025 June 26, 2026	Site Based PD Days August 25 - 27, 2025 November 10, 2025 May 15, 2026	Teachers Convention ATA: February 19 - 20, 2026
School Year Begins: August 25, 2025 First Day For Students: September 02, 2025 National Day for Truth and Reconciliation: September 30, 2025 Remembrance Day: November 11, 2025 National Indigenous Peoples Day: June 21, 2026 Last Day for Students: June 25, 2026	Total Instructional Days Operational Days	151 165	XX No Staff/Students Prof. Dev. Days (Palliser Directed) Site Based Prof. Dev. Days Collective Agreement Teacher Directed Days Teachers' Convention - ATA PD School Based Prof. Dev. Days
No Student No Staff Days - Fridays DATE: September 5, 12, 19, 26 2025 DATE: October 10, 24, 31 2025 DATE: November 7, 21, 28 2025 DATE: December 5, 12, 19 2025 DATE: January 9, 16, 23, 2026 DATE: February 6, 13, 27 2026 DATE: March 6, 20, 27 2026 DATE: April 17, 24 2026 DATE: May 1, 8, 22, 29 2026 DATE: June 5, 12, 19 2026	School Site based PD Days October 17, 2025 January 30, 2026 Last Day for Students Thursday, June 25, 2026 8:20 AM - 12:55 PM		

School Fees and Ways to Pay

We charge a minimal yearly school fee to cover things such as technology, student agendas, and instrument maintenance. Our yearly school fees are as follows:

Students in Grades 1 – 6		Students in Grades 7 – 9	
Technology Fee	\$36.75*	Technology Fee	\$36.75*
Agenda	\$10.75	Agenda	\$10.75
		Band	\$25.00
Total:	\$47.50	Total:	\$71.50
*Siksika students' technology fees are covered through an agreement with SBE and Palliser		*Siksika students' technology fees are covered through an agreement with SBE and Palliser	

The most convenient way to pay school fees is by e-transfer or online through School Cash.

E-transfer: milo_eff@pallisersd.ab.ca

<https://palliserregional.schoolcashonline.com/>

Otherwise please send cash or a cheque payable to Milo Community School.

Student Learning Expectations

We expect students at Milo School to strive to reach their full potential and, in accordance with the Alberta [Education Act](#), we will expect and encourage students to:

- **Attend school** regularly on time.
- **Be accountable** for your actions.
- **Report** and reject all forms of bullying.
- **Follow school rules** and cooperate with staff.
- Be **ready to learn** and **take responsibility** for your education.
- Respect others and help create a **safe, inclusive environment**.
- **Contribute positively** to your school and community.



*Students in 1-3 and 7-9 collaborating on a Science project.

Student School Supplies

As part of Student Expectations to “be **ready to learn**”, below are lists of school supplies students will need at the beginning of the year. This list provides an estimated amount of supplies. Please label all materials with the student's name and remember that these supplies must be replaced as needed.

Grade 1-3

- 4 Duotangs
- 3 pocket folders
- 5 full page interlined scribbles (Hilroy Blue 72 pages)
- 2 half page interlined scribbles (Hilroy Green 72 pages)-**grade 1 only**
- 3 exercise books-Hilroy 32 pages-**grade 3 only**
- 1 large coil bound scrapbook (Hilroy Studio Scrapbook)
- Sketchbook for art
- 2 highlighter (any color)
- 4 dry erase markers
- 4 glue sticks
- 1 bottle white glue
- Coloured pencil crayons
- 8 white vinyl erasers
- 24 HB Pencils
- 1 Pencil Sharpener-with cover
- Scissors
- Pencil case/Stash box
- 2 boxes Kleenex
- Ruler (**cm and inches**)
- 2 Large Ziploc bags (for extra supplies and Day timer)
- INDOOR SHOES (must)
- Water bottle (must)

Grade 4-6

- 24 pencil crayons
- Washable markers
- 2 Pens (blue or black)
- Pencil case
- Pencil sharpener
- 2 highlighters
- 12 glue sticks
- 1 package lined loose leaf paper
- 12 Dry Erase markers
- 2 boxes Kleenex
- 3 coil notebooks - lined paper 120 pages
- 3 duotangs (report covers)
- 6 pocket folders (duotangs with pockets)
- Sketchbook for art
- Scissors
- Ruler
- Geometry Set (must)
- 24 HB #2 pencils
- 8 white vinyl erasers
- Earbuds or headphones
- Indoor shoes (must)
- Water bottle

Grade 7-9

Choose the option that best works for your child's organizational needs:

- 4, 1-inch binders
- 1 large (zip up) binder with a package of 8 section binder dividers
- 4 pocket folders (in addition to the necessary ones below)

These items are all necessary:

- 4 coil notebooks - lined paper 120 pages
- 1 duotang (report covers)
- 2 pocket folders (duotangs with pockets)
- 4 packages lined paper
- 1 package of Graph binder paper
- Sketchbook for art
- Pencil case
- Pens - blue, black, and red
- Pencils - 2 Mechanical (with lead refills) or 20 HB#2
- Pencil sharpener
- 12 Dry Erase markers
- 4 white vinyl erasers
- Pencil crayons
- Washable markers
- 2 highlighters - different colours
- Scissors
- 6 glue sticks
- **Scientific calculator** (essential)
- Ruler
- **Geometry set** (essential)
- 1 pack paper hole reinforcements
- Earbuds or headphones
- 2 boxes Kleenex
- Indoor shoes (must)
- Water bottle

Attendance

Regular attendance and punctuality contribute greatly to success in school.

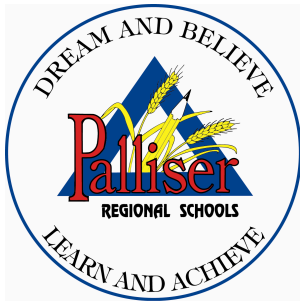
To ensure your child's safety, it is imperative all families report when a child will be absent. Unexcused absences will be confirmed by a phone call. Please help us by calling in your child's absences or using the student absence reporting system.

Extended illnesses or times away from school should be reported to the office in writing through a note or email.

If you wish to take your child out of class during the school day, please report to the office and he/she will be called down. A note or email to the teacher is appreciated if you know in advance what time you will be picking up your child.

We request that classes not be interrupted by phone calls or visits during class time, except in an emergency. A message will be taken and the student can return the call at the next break.

Palliser Attendance Policy:



The school monitors student attendance and is concerned when a child misses more than 3 days of school. The school-automated attendance system will send notifications through Edsby for all unexcused absences every morning and afternoon. Additionally, absences that exceed 15% each month will be addressed by notifying parents with a letter of concern. ***If attendance does not improve, a teacher will contact home about concerns and then if not improved a meeting with the principal will be scheduled to discuss a plan for improvement.*** Finally, if needed, it will be brought to the attention of the Alberta Attendance Board for resolution.

Communication is Key

Open and regular communication between school and home is very important. We will have a shared meal and opportunity to meet the staff in the fall and hope all families will attend.

Staff and parents may keep in touch through email, phone calls, Edsby messages, notes in agendas, etc. We will send home three formal report cards throughout the year that will report on academic outcomes.

Agendas are used daily for notes home from the school, to keep track of homework and assignments, and to share information on upcoming events. Please check your students' agenda each evening for updates.

For any classroom questions and/or concerns please contact your child's teacher(s).

Academic Assessment and Reporting

Purpose of Assessment

- To support student learning and growth.
- To guide instruction and curriculum planning.
- To provide feedback for students, teachers, and parents/guardians.

Types of Assessment

- **Formative Assessment:** Ongoing checks for understanding (e.g. classwork, observations).
- **Summative Assessment:** Evaluates learning for marks (e.g., exams, projects).

Grading and Evaluation

- **Outcome-based assessment** model aligned with curriculum learning outcomes.
 - Students are evaluated based on how well they demonstrate understanding of specific outcomes, not overall task completion.
- **Proficiency Scale**, which reflects levels of achievement rather than traditional letter grades.

Student Expectations

- Students are expected to complete their work to the best of their ability.
- Use class time appropriately to finish assignments in a timely manner.
- Expectations regarding plagiarism and cheating.
- Consequences for violating academic integrity policies.

Academic Indicators

Not Yet (NY)	Emerging (E)	Developing (D)	Proficient (P)
Not yet showing evidence of learning relative to grade level outcome.	Demonstrates an emerging and/or limited understanding relative to grade level outcome.	Demonstrates a developing and/or intermediate understanding relative to grade level outcome.	Demonstrates proficient understanding of grade level outcome.
Student consistently demonstrates this level of understanding relative to grade level outcome	Student consistently demonstrates this level of understanding relative to grade level outcome	Student consistently demonstrates this level of understanding relative to grade level outcome	Student consistently demonstrates this level of understanding relative to grade level outcome
May be working on pre-requisite skills	Student evidence of learning may be inaccurate, vague, limited, minimal, underdeveloped	Student evidence of learning may be partially accurate, simplistic, basic, incomplete, in progress	Student evidence of learning will be accurate, thoughtful, logical, complete
Individualized adaptations to planning and instruction will be necessary for further learning in this area	Adjustments to planning and instruction will be necessary for further learning in this area	Adjustments to planning and instruction may be necessary for further learning in this area	Students achieving at this level are prepared for further learning in this area

Support for Learning

- Modified assessments or accommodations for students with special learning needs.

Reporting to Parents/Guardians

- Assessments are uploaded to Edsby.
- Report cards in November, March, and June.
- Parent-teacher conferences in November and March.



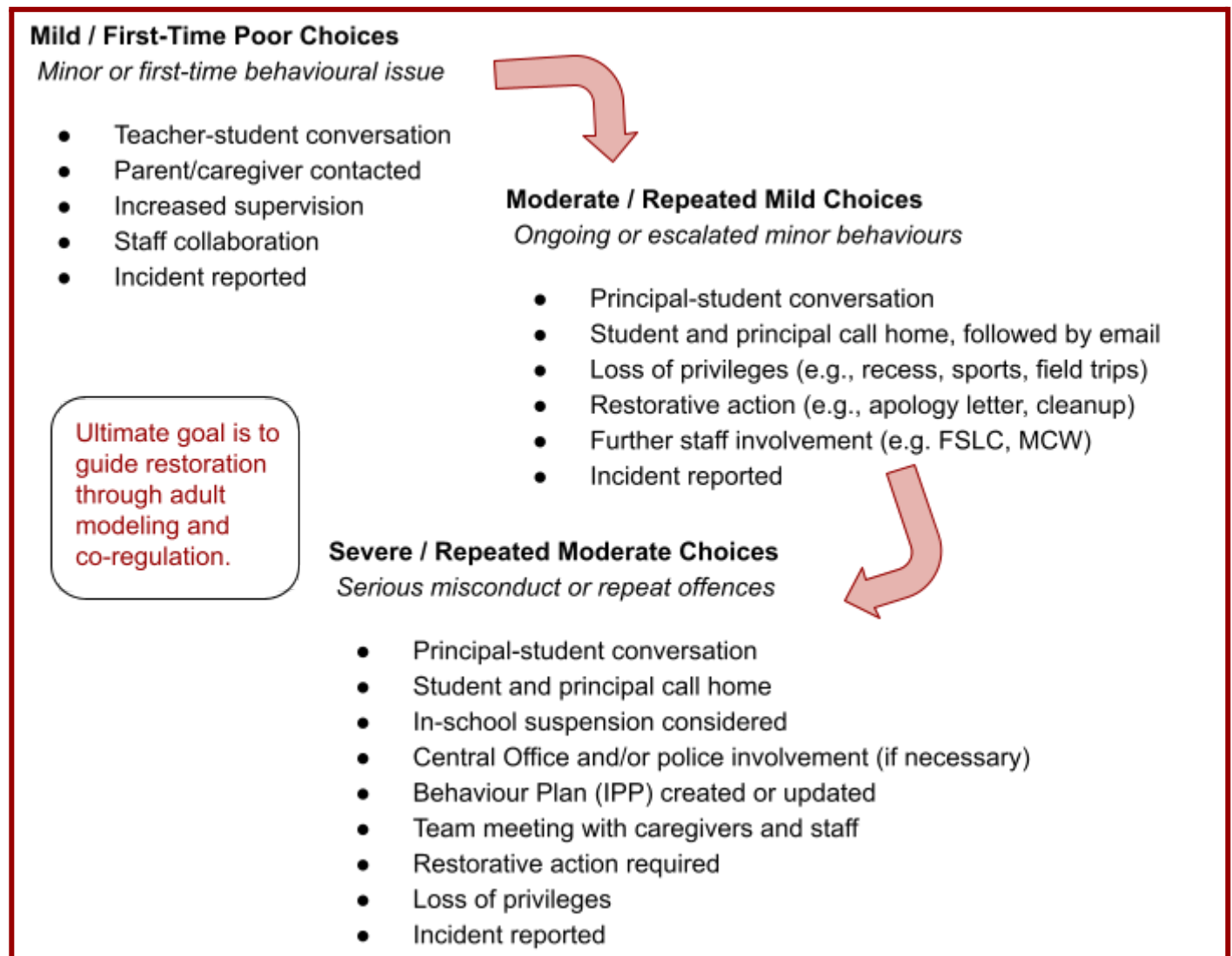
Discipline Procedure

At Milo School we believe discipline is an opportunity for learning and reflection.

We are a safe and caring school and expect students to be thoughtful about their behaviour, body language, facial expression, and verbal language. Students will be encouraged to work out their own problems through guidance, encouragement, questions, and reflection.

Violence, aggression and bullying will not be tolerated, report all concerns to the teacher and/or principal. Every incident will be dealt with using care and concern for child safety, and involve consideration of student self-regulation and emotional skills.

Parent Communication: Depending on the incident, parents will be notified by a phone call and/or an email. Minor situations will be conveyed to the family by the teacher. If the issue is severe, or escalates further, the principal will become involved. At this point a meeting with the parents/guardians, the student, and the principal will be held to work towards a resolution.



Technology User Agreement

Students must use school technology responsibly and follow all school behaviour expectations when online, as digital communications are often public.

Palliser Technology Agreement:

At the beginning of the year, students and parents sign Palliser technology use forms outlining expectations for responsible use. These agreements apply to all school technology and online activity throughout the year.

When using school technology (e.g., Chromebooks, Palliser Google account), students must:

- Treat devices with care—technology is school property and a privilege.
- Plug in Chromebooks and **log off** before closing them.
- Use Palliser email **only for school-related purposes** (no personal social media).
- Stay digitally organized using Google tools.
- Be thoughtful, respectful, and responsible online.
- Ask permission before visiting unknown websites.
- Report tech problems, inappropriate content, or cyberbullying to a teacher.

Consequences:

Misuse of technology may result in **loss of privileges** and parent notification. All activity on Palliser accounts or devices are monitored and may be investigated.

Personal Device Policy

In alignment with the Alberta Government and Palliser School Division our cell phone and personal device policy is as follows:

Never	Students in grades 1-6 are expected to leave their devices at home. Everyone: In pockets, in Bathrooms, on Field Trips, for taking pictures/videos of other students, communication with home during school hours (families can contact the school).
Acceptable Use	Students in grades 7-9: while outside during recess time.
In Classrooms	Never , except: students on Medical Plans. Even on Medical Plans, devices are to be kept in a designated space on the teacher's desk, not with the student.

* Devices are to be kept on silent and left in lockers.

1st Offence	Teacher will ask the student to put their phone in their locker. Communicate with other staff.
2nd Offence	Full day confiscation in a locked box in the office. Student device will be locked up for the entire day.
3rd+ Offence	Total loss of phone privileges for recess. Device must be kept at home.

Health and Safety Protocols

Emergency Procedures

*Cell phones are not to be used during these times.

Fire Drill/Evacuation:

There will be a minimum of six Fire drills in the school year.

- If the fire alarm sounds, immediately exit the building through the nearest exit.
- Primary Muster Point is the ball diamond on the West side of the school grounds.
- If further evacuation is required, the secondary location is the Milo Hall.

Shelter in Place (Lockdown):

There will be a minimum of three Shelter in Place drills in the school year.

- Announcement "lockdown, lockdown, lockdown" over the intercom to signal Shelter in Place protocols.
- All doors are closed and locked, lights are turned off, and students huddle away from doors and windows.
- When it is safe (or the drill is over), the principal or emergency persons will unlock each room individually.

Students Safety and Pick up Procedures

Milo School is responsible for knowing the whereabouts of all students during the school day. If your child has alternate pick-up or hometime arrangements (e.g., being picked up instead of taking the bus, or going with a relative), please notify the office in advance. If your child rides the bus, remember to also inform the bus driver of any changes.

Family School Liaison Counselors

Palliser Regional School District provides counselling services through Family School Liaison Counsellors. Parental permission must be obtained before the child can receive counselling services. In crisis situations, a student is allowed to receive counselling services on a one-time basis. Any additional counselling must have parental consent.

Making Connections Worker

Palliser also provides Milo families with access to a Making Connections Worker, whose role is to connect families with community resources and supports throughout the region

Duty to Report

Teachers are legally required to report any suspected abuse, neglect, or risk of harm to a child. This includes:

- Physical, sexual, or emotional abuse
- Neglect of basic needs
- Any situation where a child may be in danger

Reports must be made immediately to the proper authorities.

Nutrition and Food Policy

Breakfast Program

We offer a free, daily breakfast program that provides students with one breakfast option each day. We do not prepare multiple options so if your child is selective, please ensure they have eaten before coming to school. We do our best to provide students with nutritious and delicious breakfast options daily but we do not supply lunch or snacks.

Snacks and Lunch

- Water only in classrooms (no juice/pop)
- Snacks are to be eaten outside for recess
- Students eat lunch all together in the lunchroom
- **No microwaves or kettles** will be available in the lunchroom

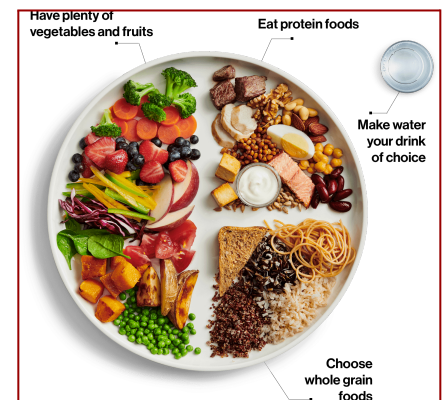
Parent/Guardian Responsibility

Before School:

- Get consistent nightly sleeps (9-11 hours a night)
- Eat a nutritious breakfast prior to coming to school

Please ensure that your child comes to school with:

- A refillable water bottle
- Bagged lunch with fruits/vegetables, grains, and protein
- Healthy snacks for morning and afternoon recess breaks
- Include any utensils your child might need for their lunch (no utensils are provided by the school)



Recess Policy

Student Expectations

- Play fairly
- Listen to adults
- Stay out of puddles and off all ice
- No bullying, hitting, swearing, screaming will be tolerated.
- No students in the front of the building - come off bus, go around passing playground

Clothing Requirements

- Clean indoor shoes to change into
- Sweaters/jackets are required for colder days (+10°C or lower) or for rainy days or wind warnings (70km/h).
- Snow pants, coats, hats, mitts, and boots for winter conditions (-5°C or lower).

Indoor Recesses will occur at extreme temperatures (+30°C or higher AND -20°C or lower) or weather warnings (e.g. Air Quality warnings).

Student Dress Guidelines

It is important that the clothing students wear to school be appropriate for the weather and/or their class and school activities, and best represent the school. It is encouraged that students keep a change of clothes in their locker in the event that they get wet or dirty while playing outside during recess. Below are school expectations of appropriate clothing:

- **Prepare for Learning:** Students are expected to dress appropriately for learning and school activities such as field trips and painting in art classes for instance.
- **Hats and Hoodies:** To help promote a positive learning environment, teachers will ask students to remove hats and hoodies when in the classroom. Hats are encouraged to only be worn outside during recess; however, must be removed before entering the classroom.
- **Inappropriate Slogans:** Students wearing articles of clothing that contain inappropriate messages/images will need to wear it inside out or change.
- **Length/Style:** We ask that all students wear modest clothing that covers undergarments. Students will be asked to change into something more suitable if an issue arises.
- **Snow-Pants for Snow Play:** in winter bring to school, snow pants, hats and mitts for playing in the snow – no snow pants, no snow hills or snowmen.
- **Indoor Shoes:** all students must have a pair of clean, non-marking indoor shoes. Outdoor shoes are expected to be changed when entering the school to reduce the spread of mud, dirt, and rocks throughout the school.
- **Gym Class:** Prepare to participate in gym class with runners and flexible/comfortable clothing (e.g. work out shorts, exercise pants, t-shirt)

Parent Involvement & School Council

It is important for all parents to stay informed and involved. Your involvement with your child's learning will help them achieve greater success! You can help them at home by having conversations about learning and school, setting times for reading, play and studying, and building a relationship with your child's classroom teacher.

If you have any questions or concerns regarding your child's learning, always connect with your child's teacher and have an open conversation to learn more details.

EVERY MONTH, parents meet as a **School Council** to collaborate with staff and the principal and provide feedback, advice or ideas about how to improve the school further. This is a great way to stay connected and informed, while also being a part of making school decisions.

ALL parents and community members are welcome to participate in the school council. The more people the better, as there will be more parent perspectives.

Field Trips and Sports Activities

At Milo School, we're proud to offer a variety of sports teams and extra-curricular activities, including our Milo Mustangs, where we focus on skill-building, teamwork, and sportsmanship. Participation is a privilege and will be based on classroom attitude, effort, attendance, and behaviour. Students are expected to show **respect for themselves, their teammates, coaches, and opponents** at all times.

We also offer **exciting field trips** throughout the year that extend learning beyond the classroom—providing students with fun, hands-on experiences they'll remember.

