

ÉCOLE JASPER ELEMENTARY SCHOOL

<http://jasperelementaryschool.gypsd.ca>



2023-2024

"Be the best you can be and look for the best in others"

| ÉCOLE JASPER ELEMENTARY SCHOOL EXPECTED BEHAVIOURS | | | | | | | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| | All Settings | Hallways | Play-grounds | Class-rooms | Gym | Assembly | Lunch Program |
| Respect ourselves | <ul style="list-style-type: none"> I am prepared and focused I give my best effort | <ul style="list-style-type: none"> I walk in the hallways | <ul style="list-style-type: none"> I play safely | <ul style="list-style-type: none"> I am prepared and ready to work I stay focused on my task | <ul style="list-style-type: none"> I demonstrate good sportsmanship I wear safe footwear | <ul style="list-style-type: none"> I pay attention I show self-control | <ul style="list-style-type: none"> I choose healthy food I eat my own food |
| Respect others | <ul style="list-style-type: none"> I respect school staff I am kind and use positive language I keep my hands and feet to myself I am helpful | <ul style="list-style-type: none"> I am quiet I give others space | <ul style="list-style-type: none"> I include others I use positive language I keep my hands and feet to myself | <ul style="list-style-type: none"> I follow adult instructions I use a quiet inside voice | <ul style="list-style-type: none"> I play safely I use an appropriate inside voice I cooperate and share | <ul style="list-style-type: none"> I face the speaker and listen I keep hands and feet to myself I enter and leave quietly | <ul style="list-style-type: none"> I use a quiet inside voice and polite table manners I listen to the lunch-room supervisor |
| Respect property | <ul style="list-style-type: none"> I take care of my belongings I clean up after myself I use the 3 Rs- Reduce, Reuse, Recycle | <ul style="list-style-type: none"> I keep hallways clean I keep my locker neat and closed | <ul style="list-style-type: none"> I use equipment properly and return it I put litter in the garbage can | <ul style="list-style-type: none"> I keep my work space neat I am careful with classroom materials | <ul style="list-style-type: none"> I use equipment safely and responsibly I put away equipment as directed | <ul style="list-style-type: none"> I am careful and aware of the equipment I pick up my lost and found | <ul style="list-style-type: none"> I pick up and clean around my table I ask for permission before leaving |

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

TEACHER'S NAME _____ GRADE _____



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A MESSAGE FROM OUR PRINCIPAL

Parents/Guardians:

Welcome to the 2023-2024 school year. I am excited to continue helping your children learn and grow this year. This Handbook is an informational resource outlining ÉJES programs and expectations for the coming school year. Please take the time to review this document together with your child.

École Jasper Elementary School is committed to providing all students the opportunities to succeed both academically and socially using a variety of educational activities. A strong elementary education begins with a solid foundation in reading (Literacy) and math (Numeracy). ÉJES staff are dedicated to helping make this happen for each child under our care. We have a collective responsibility to expose your child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, I look forward to building supportive and constructive relationships between parents, students, faculty, and community.

We are excited to begin a new school year, working together with students and families to build a strong school community at ÉJES. I want to thank parents in advance for trusting us with your children and for working together to help our next generation become tomorrow's leaders. I wish you all a wonderful and successful school year.

Have a great year.

Eric Bouchard
Principal / Directeur
École Jasper Elementary School
(780) 852-4447 ext. 222



THREAT ASSESSMENT PROGRAM

Grande Yellowhead Public School Division provides a safe and caring learning environment in all of the division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently.

Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so their behaviour does not become hurtful or destructive to themselves or others.

This is intended to serve our students with fair notice that we, as a school community, will respond to all threats. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

HOUR ZERO

The Hour Zero emergency response system is in place at Jasper Elementary. Regular practise of On-Hold and Alert, Lock-down, Shelter-in-place, Secure and Hold are planned throughout the year to ensure this school community is prepared for emergencies that may arise, to familiarize students and staff of procedures for their safety. Hour Zero is endorsed by the Grande Yellowhead Public School Division.



SCHOOL HOURS

Grades Kindergarten - Six

8:22 a.m. Morning Bell
10:25 a.m. 15 minute Recess
11:55 p.m. Lunch break begins
12:35 p.m. Afternoon Bell
2:50 p.m. Students are dismissed



ATTENDANCE

School attendance, as provided by the Education Act (2012 Revised), is compulsory for all children between the ages of six and sixteen years. **Regular attendance and being on time** are two things that help your child succeed.

Absences and lateness are disruptive for students and teachers. Class routines and schedules are negatively affected which decreases learning in the classroom. Parents and guardians are encouraged to make every possible attempt to schedule appointments outside of the school day.

Students arriving late need to check into the school office.

Teachers will notify parents of their concerns regarding numerous absences.

Numerous late arrivals can also affect a student's academic success and will result in parents being notified by the teacher of our concerns.

It is very important for the school to be notified as soon as possible if a student will be absent or late.

Our **"Safe Arrival at School"** program means that if a student is not present at registration, and the school has not been contacted by **8:45 a.m.**, an automated call is made to advise the parent/guardian that the student is not present.

A call to the school administrative assistant's voice mail (852-4447 extension 221) will save time and help protect our students.



REPORTING SCHEDULE: 2023-2024

| | |
|----------|-----------------------------------------|
| November | Progress Reports / Success Meetings |
| January | Student Led Conferences All students |
| March | Progress Reports / Success Meetings |
| June | Final Progress Report — June 26 |

RELEASING STUDENT INFORMATION

Every parent has a right to all information that a school has concerning their child. All files and any confidential information is made available to parents upon request.

No student information is released to any person or agency without the express consent of the parents.

SCHOOL FEES

The Alberta Government eliminated school instructional material fees.

Fees will still be paid to the school for curriculum related field trips and other school related activities such as the swim and ski programs as well as technology user fees and student agendas.

LUNCH



Students are supervised over the lunch break.

Students who stay for lunch are to remain on the school premises during the lunch break unless the school is notified by the parent/guardian stating otherwise.

We encourage snacks and lunches that are brought to school, be nutritious, **nut free** foods in reusable containers and keep garbage to a minimum.

OUT OF SCHOOL PROGRAM



The Out of School Care program operates after school hours and provides a safe, caring, fun place for children in Grades K-6. Hours of operation are on school days as follows:
2:50 - 6:00 pm

We are also open on professional development days and on the early dismissal afternoon in February. To leave messages, please call the Out of School Care cell #780-852-8173.

GENERAL RULES

Outer footwear must be removed at the boot racks and placed neatly on the shelves provided. Students must wear indoor shoes that will not mark floors.

Clean gym shoes are required for physical education in the gymnasium.

Students are not allowed in classrooms other than their own unless supervised by a teacher.

Healthy snacks are encouraged for recesses and lunch. Please do not send candy or pop.

Use appropriate language and treat others with respect.

Keep hands and feet to yourself and respect the personal space of others.

PLAYGROUND RULES

While on the playground, always be considerate for the safety of self and others.

Please note the expectations for individual sporting equipment.

SCOOTERS

Students shall lock scooters in the bike racks, the same as bicycles, upon arriving at school.

IN-LINE SKATES AND SKATEBOARDS

In-line skates are considered outdoor footwear and shall be stored in boot racks. Skateboards may be stored in lockers or neatly in boot-racks.

BICYCLES

Bicycles, if ridden to school, must be placed immediately in the racks and left there until after school. Students are not allowed to loiter or play around the bicycle racks. **Bicycles should be locked.**



BUS/VAN TRANSPORTATION RULES

Students must be seated and quiet while the bus is in motion.

Seat belts must be worn if available.



STUDENT RESPONSIBILITY as stated in Section 31 of the Province of Alberta Education Act

A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually;
- (b) be ready to learn and actively engage in and diligently pursue the student's education;
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, 2012 Section 32 Chapter E-0.3 EDUCATION ACT 37;
- (d) respect the rights of others in the school;
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (f) comply with the rules of the school and the policies of the board;
- (g) co-operate with everyone authorized by the board to provide education programs and other services;
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

HOMWORK

Homework is given for the purpose of providing additional practice to supplement instruction, to enrich the classroom experience, or to complete in class assignments. The amount of homework varies based on the grade level of the student. It is recommended that by grade six, students should do at least 30 minutes a day. If you have any questions about homework assigned to your child, please discuss them with your child's teacher.

CLASS INTERRUPTIONS

In order to avoid classroom interruptions, please make arrangements with your child before school time. If you have a message for the teacher, please forward them an email or leave a message on their voicemail outside of school hours. Your cooperation in this regard will ensure the students receive appropriate instructional time.



SCHOOL COUNCIL

The School Council gives parents and guardians an opportunity to provide valuable assistance and feedback to staff. It is another example of us all working together to improve communication and education at École Jasper Elementary School.

Our goal is to have two or more representatives from each class (K-6) attend meetings once a month to discuss school issues, policy updates, budgets, etc. This is an advisory body for policy and procedures. The executive is elected by the whole School Council at the first meeting of the school year.

School Council executive positions are: Chairperson, Vice-Chairperson, Secretary, Treasurer.

School Council regularly examines and provides feedback on budget, achievement, and our School Continuous Improvement Plan. Members are also involved in other matters as they arise.

CANADIAN PARENTS FOR FRENCH

CPF was founded in 1977 by parents who wanted to ensure children would have the opportunity to become bilingual in the Canadian school system. Locally, our chapter acts as an information resource for parents and have organized events such as a movie night, French Book Fairs and a parent information night.

PARENT VOLUNTEERS

As a parent you can play a very special role if you choose to become a school volunteer. Volunteers work with students or assist the staff with a wide variety of interesting jobs. More volunteers means more people to help students and teachers. The job and hours should be discussed with the principal. Please call our school if you have time to share with us, even if it's only a few hours a month. Parent volunteers will require a GYPSD Volunteer Registration Form and Volunteer Confidentiality Agreement completed prior to working with students. An RCMP Vulnerable Sector Check and Child Welfare Intervention Check may also be required. Thank you!



PARENT VOLUNTEER TRANSPORTATION

Parents may be asked, on a volunteer basis, to transport children. When this occurs, it is necessary for the parent to be approved **well in advance** of the event. Parents will need to bring a copy of their insurance policy (not pink card) to the school office showing verification of \$1,000,000 public liability and property damage. Drivers must also sign a release form for the school to obtain their driving abstract.

INSURANCE

The Division has purchased student accident coverage for all students during school hours and school functions. Parents may purchase additional accident insurance to extend this to 24 hours a day from the agency listed on the application form provided at the beginning of the school year.

HEALTH UNIT

The Jasper Health Unit provides a comprehensive school health program. This program includes: Preschool immunization; Grade 6 Hepatitis B and HPV immunization; Communicable disease control; Health promotion and education; Resource material; Nutrition; Referral to other health agencies.

All school immunization procedures, information and consent cards will be sent home ahead of time for your signature. **Parents should notify the Health Unit of any communicable disease their children may develop.**

Parents of new students to the school are requested to provide the Health Unit with updated immunization records. They can be taken to the Health Unit directly, faxed to the Health Unit at 780-852-4752 or dropped off at the school office for pick up by Health Unit staff. If you have any questions, the public health nurse may be reached at 852-4759.



MEDICATION

School personnel are not permitted to administer any medication. Any prescription medication required to be administered throughout the day or in emergency situations must be directed to the office and a letter of permission/instruction from a doctor is mandatory.

ILLNESS AND ACCIDENTS AT SCHOOL

A child who is ill will not be sent home until it is determined someone is at home to care for the child. Otherwise, the child is kept under supervision in the office until the parents have been contacted. **Therefore, it is important to enter current work and emergency phone numbers on the annual registration forms.**

Despite all precautions, accidents may occur at school. In all instances we try to reach the parents. When a parent cannot be reached the child may be taken to the hospital for emergency care.

NUT FREE SCHOOL



We are a nut free school as there are many students in our school with nut allergies. Please do not send products that contain nuts with your student.

NUTRITION PROGRAM

Students are encouraged to bring a healthy snack of fruits or vegetables to eat in the morning as part of our nutrition program. A healthy snack will be provided for students who forget to bring one from home.



LIBRARY "Information Literacy"

The library has a wide range of books and media to meet the needs of all student abilities and interests with an emphasis on curriculum-related materials. **All students have access to borrow and/or return materials during their class's weekly visits to the library.** There are no fines for late materials; however, students are expected to pay for damaged or lost materials.



FIRE AND EMERGENCY DRILLS

A loud, continuous sound from the school's public address system signals a fire or emergency. We have drills several times a year to teach the students the safest and quickest route from the school building. Whenever a class leaves a room for any emergency, the students must walk safely and quietly, leaving the school by the closest exit. There must be no talking until after the roll is called. In an emergency evacuation in cold or wet weather, or when students are not allowed to go back into the school, students and staff will gather in the foyer of the Jasper Junior/Senior High School.

MONITORS

It is the privilege of Grade 6 students to act as monitors. Duties consist of escorting younger students to assemblies and assisting with supervision during indoor recess.

SAFETY PATROL



The A.M.A. School Safety Patrol is composed of a teacher supervisor and patrols. The teacher supervisor is directly in charge of the school safety patrols. Patrols are chosen from grade six students. Patrols will be on duty before and after school as well as at noon. It is the duty of all patrollers to uphold the honour of the school safety patrol movement by acting in a safe and proper manner. Parents are encouraged to respect the safety patrol.

CHARITABLE CAUSES

É.J.E.S. students have supported and been involved in various charitable causes such as the Playground Fund, Canada Heart and Stroke Foundation, Terry Fox Foundation, Plan International and Books for Babies. We encourage our students to become involved in assisting other children around the world.

EXTRACURRICULAR ACTIVITIES

The following activities and many others may be presented throughout the school year: Ukulele Club, Percussion Club, KHK, Student Wellness Action Team, Safety Patrol, Student Council, and Extra Curricular Sports/Fine Arts.

NEWSLETTER

A school newsletter will be emailed home regularly to inform parents of significant dates and activities taking place. Information is also posted on our school website: www.jaspelementaryschool.gypsd.ca and our Jasper Elementary School Facebook page.

LOST AND FOUND

Children's belongings should be labelled, especially large items such as back-packs, jackets etc. Many items are found with no name on them. Parents and students are encouraged to visit the school any time to locate missing items in our "Lost and Found" boxes situated in our main foyer.



PHOTOGRAPHS



This year Koda Photography will take individual photographs in the fall and class photographs in the spring.

INCLEMENT WEATHER

If the temperature is -23 Celsius (taking wind chill factor into account), our students do not go outside for recesses or lunch break. Students will come indoors upon arrival to school should this occur.

SURVEILLANCE CAMERAS

The school has surveillance cameras to record activity within the building and on the school property. These recordings may be used for administration purposes, for evidence under the Education Act, or as required by law enforcement personnel.

ELECTRONICS USE AT SCHOOL POLICY

With teacher approval, students are permitted to use both GYPSD computers and their own devices in the classroom to access and save information from the Internet, collaborate with others, and utilize the productivity tools available to them through their student Google Apps accounts (maintained by GYPSD) and other approved tools. When using digital devices, whether school or personally owned, you are expected to:

Respect Yourself - I will select online names that are appropriate, I will consider carefully what information, images and personal information I post online.

Protect Yourself - I will protect my personal details, contact details, and the schedule of my activities. I will report any attacks or inappropriate behaviour towards me and I will seek support. I will protect passwords, accounts and resources.

Respect Others - I will respect others by not using electronic mediums to tease, bully, harass or gossip. I will show respect for people in my choice of websites and not visit sites that are degrading, pornographic, racist, hate-filled or otherwise inappropriate. I will respect the privacy of others by not attempting to access their digital space or areas.

Protect Others - I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist, hate-filled or otherwise inappropriate.

Respect Intellectual Property - I will suitably cite any and all use of websites, books, media, etc. I will validate information and acknowledge all primary and secondary sources. I will protect intellectual property. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all commercial software and media.

Mobile Phones — Although we strongly discourage students from bringing cellular phones to school, if parents desire that their child has a phone for safety purposes on the way to and from school, the cell phone is to be stored either in the student's locker or at the school office during the school day. All cell phones should be turned off and remain off during school hours.

ÉCOLE JASPER ELEMENTARY SCHOOL FLOOR PLAN



