

Jack Stuart
School
Family
Handbook

2024-
2025



Jack Stuart School

At Jack Stuart School we will work as a team with family and community to develop skills and positive attitudes in an environment which builds success and encourages life-long learning.



Jack Stuart
S C H O O L

Proud of our Promise.

	Learning Areas: Classrooms, Stage and Library	Gym	Playground/ Recess	Hallways	Washrooms	Bus	Digital Citizenship
Take Care of Myself	<ul style="list-style-type: none"> Be prepared for class Give my best effort Keep my learning area and materials clean Use inside voices 	<ul style="list-style-type: none"> Try my best Play by the rules Stay positive, win or lose Keep my shoes tied 	<ul style="list-style-type: none"> Use equipment properly and safely Dress appropriately for the weather/ season Go outside and come in quickly 	<ul style="list-style-type: none"> Walk quietly Watch where you are going Quiet voices Follow your teacher when necessary 	<ul style="list-style-type: none"> Wash your hands with soap Flush Return to class quickly Try to use washroom during break times 	<ul style="list-style-type: none"> Be on time Have your bus pass ready Body stays inside of the seat 	<ul style="list-style-type: none"> Use the Chromebook to help me learn Keep my username and password private Access sites that are appropriate for school
Take Care of Others	<ul style="list-style-type: none"> Use good manners Speak kindly and politely Listen to others Be truthful 	<ul style="list-style-type: none"> Play safely Play well with others Show good sportsmanship 	<ul style="list-style-type: none"> Follow playground rules Speak and act kindly Include others Work together to solve problems 	<ul style="list-style-type: none"> Be courteous and show manners Respect other's personal space Walk on the right side 	<ul style="list-style-type: none"> Respect other's privacy Use a quiet voice Keep doors closed 	<ul style="list-style-type: none"> Show good manners Use a quiet voice 	<ul style="list-style-type: none"> Interact and collaborate positively with others online
Take Care of This Place	<ul style="list-style-type: none"> Help keep my school clean Ask before using or touching things Recycle 	<ul style="list-style-type: none"> Wear proper shoes Use equipment safely Help with setting and cleaning up equipment 	<ul style="list-style-type: none"> Stay inside our boundaries Pick up garbage Talk to an adult when necessary 	<ul style="list-style-type: none"> Place shoes neatly on the rack Close lockers Keep hands at your sides 	<ul style="list-style-type: none"> Use only the amount of paper needed Put mess in garbage can Turn off faucet 	<ul style="list-style-type: none"> Take care of my belongings Clean up after myself Respect the bus seats 	<ul style="list-style-type: none"> Plug my Chromebook in at the end of the class/ day Tell my teacher if there are any problems with my Chromebook Carry my Chromebook with two hands Keep food and drinks away from my Chromebook

➤ REGISTRATION

Your child is required to be registered in his/her legal name. Please supply the school office with a copy of your child's birth certificate. A copy of it will be kept in his or her file as mandated by the Province of Alberta. If your phone number, address, or emergency contact information changes from that provided on your child's registration form, please contact the school immediately. **It is absolutely critical that we have up-to-date contact numbers!** In the event that a child becomes ill or injured at school, we need to be able to get in touch with you or your emergency contact person. Please keep us up to date.

➤ [SCHOOL SUPPLY LISTS](#)

➤ [STUDENT FEES](#)

These fees include the cost for a School Agenda which will be supplied by the school.

➤ SCHOOL DAY SCHEDULE

- 8:00 a.m. Outside supervision begins
- 8:10 a.m. Students proceed to classrooms
- 8:15 a.m. Classes begin
- 9:58 a.m. Morning Recess
- 12:11 p.m. Lunch break
- 12:51 p.m. Classes begin
- 2:51 p.m. Dismissal

➤ SAFE ARRIVALS PROGRAM

A practice at Jack Stuart School is to have parents contact the school by 8:30 in the morning if their child will be absent from school. We encourage the use of our *Safe Arrivals* voice messaging system for any calls before 8:15 am (672-0880). If a student is absent and we have not received a call from the parent, we make every attempt to contact parents to verify an absence.

We ask your cooperation in calling the office if a child is going to be absent so that time is not taken up trying to contact parents to verify student absence.



➤ STUDENT ATTENDANCE

Refer to ...

- [JSS Attendance and Late Arrival Policy](#)
- [JSS Attendance - Continuum of Support](#)

➤ STUDENT ENTRY

Please ensure that your child does not arrive at school prior to 8:00 a.m. Supervision will be provided outside from 8:00 a.m. onwards. As soon as students arrive on school property, their behavior must consistently reflect the expectations held by the school. They are to respect the school property, move to their regular play areas, and act in a manner that will bring credit to themselves and to the school. Students need to enter and exit through their **designated** doors. All students are expected to go home after dismissal at 2:51 p.m.

➤ KEEPING OUR STUDENTS SAFE

To ensure the safety of our students, we request that all **visitors report upon arrival to the school office.**

We also need to know where students are once they arrive at school. For this reason students may leave the school grounds during the school day if:

- ✓ students have the permission of the school administration to leave the school grounds, or
- ✓ students are picked up at the school by a parent.

➤ COMMUNICATION

The school agenda outlines the school year, the bell schedule and many of our school procedures. Each grade 1-2 student receives an agenda at the beginning of the school year. The cost is added to the school fee. Our newsletter is available online at <https://jstuart.brsd.ab.ca/about/newsletter>

Other communication can come in the form of apps for electronic devices, schoolmessenger texts and emails, special notes, letters from teachers, announcements or telephone calls home. Parents are encouraged to call the school whenever they have a question or concern.

➤ AGENDAS

Agendas are a very valuable tool for the students and the parents. Please encourage their child to bring the agenda home every night and to review the entries each evening.

Agendas will be used by grades 1&2. The teachers may use the agendas to address comments to the students or the parents.

➤ ACCIDENT POLICY

Should a student sustain an injury during the school day, he/she is brought to the office. If the injury is of a minor nature, (a cut requiring a bandage or a bruise needing an ice pack) it will be tended to in the office.

If the injury appears more serious, parents or the emergency contact person will be notified if possible.

Serious injuries requiring urgent action will be directed to the Camrose Hospital.



➤ STUDENT HEALTH/ ADMINISTRATION OF MEDICATION

Parents have the responsibility to inform the school about any chronic illnesses or medical conditions their children may experience (example: diabetes, asthma, epilepsy, allergies). This information is usually provided on the registration forms completed in September or upon registration to the school. If your child's medical information changes in the course of the year, please contact the school office.

It is a BRSD policy that no non-prescription drug shall be administered to the students. Parents may request that ongoing prescription medication be administered to a student during school hours.

In such cases, requests shall:

- Be in writing **and signed by a physician** using BRSD form 316-1;
- Specify the time(s) at which such medication is to be administered;
- Specify the exact dosage to be administered;
- Specify the duration of the treatment;
- Outline procedure(s) to be followed in case of adverse reaction.



➤ **RESPONDING TO THE NEEDS OF STUDENTS WITH SEVERE ALLERGIES**

An anaphylactic reaction is an allergic reaction so severe that it is life threatening. While we cannot guarantee an allergen-free school environment, we recognize the dangers faced by students and staff with severe or anaphylactic reactions (allergies) to foods, and take reasonable measures to ensure a safe environment for all. We rely on parents to communicate information about children with severe or anaphylactic reactions.

The school has a role to play in helping students with severe allergies avoid exposure to allergens while at school. Every year, a local respiratory therapist leads staff through in-servicing about anaphylaxis, allergies and the use of EpiPens.

Ours is an allergy safe school. In particular, this means no peanuts, tree nuts or peanut butter are allowed. All severe allergies will be dealt with on a case by case basis.

➤ **DISCIPLINE/RESTORATIVE CULTURE**

At Jack Stuart School, we believe that maintaining the dignity of each person, in all situations, is crucial to promoting responsible behavior. To that end we have developed our *JSS Behaviour Matrix, School Pledge* and are building *Restorative Practices* in our school.

Restorative practices focus on relationships, taking responsibility and being accountable for your actions, reactions and words.

Benefits to our children include:

- Increased self-confidence, empathy and self-worth
- Reduces bullying
- Teaches effective critical thinking and problem solving skills in challenging situations

➤ **FAMILY HOLIDAYS**

An increasing number of families are opting for extended holidays during the school year. While we encourage regular attendance for successful learning, we do understand the need for family holidays.



Since learning happens best during the instructional process, teachers will attempt to help students catch up after returning from holidays rather than sending instructional materials ahead of time. We encourage you to have your child read and write daily while on vacation.

➤ DRESS CODE

Students attending Jack Stuart School are expected to dress in a manner that is appropriate and supports a positive learning environment. Some guidelines:

- Headwear such as caps and toques may only be worn entering and exiting the school.
- Students shall have a pair of indoor runners for gym use. It is expected that clean footwear will be worn at all times when students are indoors.
- Students shall wear school and age-appropriate clothing. (Underclothing will not be visible.) Consider: “Is the clothing I am wearing appropriate for the school setting?”
- Clothing is not suitable if it contains inappropriate wording or messages which convey a negative connotation.

➤ BICYCLES, SKATEBOARDS, SCOOTERS & ROLLER BLADES

Students are welcome to ride to school. Skateboards, rollerblades, scooters, and bicycles will not be used on school property during the school day, and must be walked while on school property. Bicycles should be locked.

➤ VIDEO SURVEILLANCE

The school has surveillance cameras for the purpose of providing additional security. The surveillance equipment is in operation 24 hours a day, every day.



➤ SCHOOL EMERGENCY PROGRAM

[A Guide For Parents And Guardians](#)

➤ STUDENT PROPERTY

Putting students’ names on personal property is helpful. Things like boots and shoes often look similar and get mixed up.

While we try to be as diligent as possible in protecting the property of students, invariably some items are lost. Parents can help minimize loss by keeping valuable items at home and by checking the Lost & Found box frequently.

*As per the new BRSD Administrative Procedure 135 (Use of Personal Mobile Devices and Social Media in Schools), as of September 3, 2024, BRSD students are not permitted to have/use cellular phones during instructional time at school.

➤ SCHOOL (PARENT) COUNCIL

The Jack Stuart School (Parent) Council is an advisory body of parents. Virtual meetings usually are held every month and run about an hour. Besides acting in an advisory capacity to the school administration on school matters, they review Battle River School Division policy proposals, and support various school projects both by funds and labor. In the past the council has raised funds for field trips, individual class projects, and school projects. The council also sponsors “hot lunches” several times during the school year. All parents are encouraged to attend the council meetings and participate in its activities. Please read the monthly newsletters to confirm the dates and times of the parent council meetings.

➤ OTHER INFO

Please check out the Jack Stuart School website for additional and current school info ... <https://jstuart.brsd.ab.ca/>