



JOHN BARNETT
SCHOOL

SCHOOL HANDBOOK

2023-2024

14840 72 Street NW
Edmonton Alberta
T5C 3E5

Telephone: (780) 478-1351
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EDMONTON PUBLIC SCHOOLS

WELCOME TO JOHN BARNETT SCHOOL

DEAR PARENTS/GUARDIANS:

We look forward to this school year with great excitement. Our expectations for your children will remain constant for the year. We expect all students to come to school each day, on time and ready to learn. We want them to work hard, play safely, and allow others to do the same. Thank you for your support in making this happen! If you have questions or concerns, please do not hesitate to call the school (780) 478-1351. **Please also ensure that we have a current parent contact and emergency telephone number at all times.**

Ms. Jill Sharun, Principal

SCHOOL CALENDAR 2023-2024 *(Dates in Bold Print mean No School)*

August 31	School PD Operational Day
September 1	First Operational Day
September 4	Labour Day
September 5	First Day of Instruction
September 21	Student Picture Day
September 25	PD Day
October 9	Thanksgiving
October 20	PD Day
October 24	Student Picture Retakes
November 9	1st Teachers' Day in Lieu
November 10	Non-Instructional Day
November 13	Non-Instructional Day
November 14	PD Day
December 1	Term 1 Report Card
December 6 & 7.....	Parent/Teacher Interviews
December 22	Last Day before Winter Break
January 8	First Day back after Winter Break
January 31	PD Day
February 19	Family Day
February 20	PD Day
February 29 & March 1	Teachers' Convention
March 11	PD Day
March 18	Term 2 Report Card
March 20 & 21	Celebration of Learning
March 25 – 28	Spring Recess
March 29	Good Friday
April 1	Easter Monday
April 26	PD Day
May 20	Victoria Day
May 21	2nd Teachers' Day-in-Lieu
May 22	Non Instructional Day
June 21	Non Instructional Day
June 26	Last day of Instruction
June 27	Last Operational Day

HOURS OF OPERATION

Kindergarten-Grade 6

8:20 AM	Teacher supervision begins
8:34 AM	Classes begin for Students
10:15 - 10:30 AM.....	Recess
11:30 AM	Noon dismissal for students
11:30 - 12:10 PM	Lunchtime
12:10 PM	Afternoon instruction begins
2:15 – 2:30 PM	Recess
3:15 PM	Dismissal for all students
2:12 PM	Thursday Early Dismissal for all students

STUDENT ASSESSMENT

Please check our **Guide to Student Assessment, Achievement and Growth** for information on assessment, testing and reporting student progress. Homework may not be assigned on a daily basis, more information will be shared by your child's classroom teacher. Students may have homework to complete if they do not finish work during class time.

SCHOOL ZONE

Please remember to use School Zone to access school and classroom news, homework, progress reports and attendance records. Contact the school office for support to set up your School Zone account.

HOME READING

Home reading is essential for all of our students. All students are encouraged to read for a minimum of 15 minutes each night. More information on our home reading programs will be sent home by your child's classroom teacher.

FIELD TRIPS

Learning experiences, which occur outside the school, are an important part of our school curriculum and supplement the regular school program. A variety of in-school presentations are held throughout the year. A consent form will be sent home prior to each field trip. **CHILDREN WHO DO NOT BRING IN A SIGNED PERMISSION SLIP WILL NOT ATTEND THE FIELD TRIP** and will be housed in another class for the time that their class is away from the school. The cost for all field trips is also covered by our Parent Advisory Committee.

EMERGENCY PLAN DRILLS

Regular emergency evacuation drills and lock down drills are held to ensure that staff members and students are familiar with the routine of the process should an emergency occur. Some students have been caught without footwear in winter and on rainy days. Please ensure that your child has an extra pair of shoes or runners which can be worn inside.

LOST AND FOUND

A lost and found box is in place at the front entrance. Found articles of clothing and footwear should be placed in this box. Found notebooks, jewelry, glasses, lunch kits, keys, etc. should be turned into the office. We encourage you to make sure an identifying mark is put on all outdoor clothing, shoes (especially running shoes) and winter boots.

LUNCH POLICY

For those students who remain at the school over the lunch break, lunch supervisors have been hired to provide supervision at school.

The cost for this service is:

- \$2.00 per day (plus a note) or
- \$13.00 per month per student or
- \$130.00 per year per student

Lunchroom fees cover the costs of supervisors' salaries and **do not** include the provision of food.

Lunch fees are due the first school day of the month and can be paid at the school office by cash, cheque, Visa, MasterCard or Debit. If a student who regularly stays for lunch will be eating somewhere else on a certain day, it is important to let the office know.

EATING LUNCH AT SCHOOL IS A PRIVILEGE, WHICH CAN AND WILL BE REVOKED IF:

- A child fails to behave in an appropriate manner
- If cooperation, respect and consideration for others is not respected at all times
- If the permission form to attend the lunch program is not signed and returned by parents

MEDICATION MANAGEMENT

There have been requests from parents to administer medication to their children during school hours. Edmonton Public School's policy states:

"All students needing medication management for physician prescribed medications require annually, an Edmonton Public Schools Authorization Form for the Administration of Prescription Medication." In addition, students requiring prescription medication and/or blood glucose testing shall have a Student Focused Medication Management Plan, completed in consultation with the parent, to ensure that medical information is complete and accurate.

A medication management plan will be established for all students who require the administration of prescription medication at school in consultation with parents/guardians, the teacher and principal.

CHILD SAFETY AND WELL-BEING

SUPERVISION

Playground supervision is provided fifteen minutes before the morning and afternoon classes as well as during recess. **For the sake of your child's safety, parents are strongly urged to have their children arrive just prior to start times--no earlier than 8:20 AM in the morning . All students are asked to report home immediately following dismissal.**

CUTS AND BUMPS

The school will take care of any minor injuries such as bumps or minor scratches. We do not have facilities at school to accommodate students who are ill. If a child is hurt or becomes ill, we will need a responsible person from home to help the child. **Please ensure that we have a current parent contact and emergency telephone number at all times.**

ILLNESS

For the benefit of all children, please have your child stay at home when (s)he is ill. Children who come to school when they are sick may pass this illness to other children. Children who are too ill to go outside at recess should not be coming to school.

ATTENDANCE AND ABSENTEE CHECK

Regular and punctual attendance is expected of all students and is required by the Alberta School Act. John Barnett runs an absentee check program. **Please help us to keep your child safe. If your child will NOT be at school for any reason, please call us at (780) 478-1351 to let us know or leave us a message on our machine.** You may

also log into your PARENT schoolzone account and mark your child's attendance, this can be done anytime before 8 AM or lunchtime - 11:40 AM, for afternoon attendance. If you do not call before 9:00 AM or complete attendance on schoolzone and your child is not at school, our call out system will call your home to ensure your child is safe. Also, please advise the school of any medical conditions that may place your child at risk of irregular attendance.

STUDENT USE OF TELEPHONES

Students are able to use the phone at school with the permission of their teacher in emergency situations. We do ask that arrangements to eat lunch at a different location or play dates for after school be arranged the night before. Making these arrangements from school causes a problem with phone use in the office.

COLD WEATHER POLICY

Students are expected to remain outdoors before school begins and at recess unless the weather is severe. Students will be asked to wait in the designated area. During extremely cold weather (-23°C with the wind chill) outdoor recess will be canceled. Students will have a supervised indoor recess break.

Dismissal will always be at the regular time.

TRAFFIC SAFETY

In years past, our grade 6 students, under the supervision of teachers, patrolled the crosswalk across 72 Street during student arrival and departure times.

Due to increased traffic and safety concerns the crosswalk before and after school will have adult supervisors not students. Please remind your children to use the crosswalks at all times.

When there is no adult please encourage your child to : pause, point (in the direction they will cross), and proceed to cross when the traffic has stopped.

Please help us reinforce this to help keep our students safe.

PARKING

The parking lot is out of bounds for children and parents as a safety precaution. Please do not use the school parking lot to drop off students or turn around.

We ask parents to drop their children off at the curb in front of the bike racks. Remember, we must keep the crosswalks visible to cars on the street; do not stop directly in front of the school. Thanks for your cooperation.

FOOTWEAR

All students are asked to remove outdoor shoes when they enter the school. Each student must have gym (running) shoes that will be used indoors only. Indoor (gym) shoes with socks must be worn for gym activities, and during class to ensure that students have shoes on their feet in the event of an emergency school evacuation.

STUDENT DRESS CODE

For information on our school's dress code, please refer to our ***Student Rights and Responsibilities*** document (this can be found on our website and School Zone).

PERSONAL PROPERTY OF STUDENTS

The school is not responsible for the personal property of students. Please keep these items (such as sports equipment, trading cards, cell phones, tablets, etc) at home.

All items of clothing and school supplies should be identified with the child's name. Boots and running shoes should be labelled as some students tend to have similar items.

Cellphones

While we encourage students to leave their cell phones at home during the school day, we do realize that some (those that walk/take the bus) will bring them each day. We ask that students keep cellphones in their backpacks during the school day. This means that they are **not taking their cellphones outside at recess and lunch times.**

BICYCLES

All bicycles must be locked individually in the bicycle racks. Students who bring bicycles to school do so at their own risk as the bike racks cannot be supervised during school hours. For the safety of everyone, students must not ride their bike close to the school or on the tarmac in front of the school. Students are to dismount and push their bikes to the racks. The bike racks are off-limits to students at the school during school hours.

STUDENT BEHAVIOUR

Student Behaviour Expectations:

All students will ensure that John Barnett is a safe and welcoming school for all students, staff and families by :

- coming to school each day ready to learn and allow others to do the same
- respecting the health and safety of others
- respecting the individual choices of others and taking responsibility for their own choices .
- respecting the rights of others and their property.

*A copy of our code of conduct will be going home with each student

THREE-STEP STRATEGY FOR PROBLEM SOLVING

We believe that the first step to solving some problems in the classroom and at recess times is for students to use their voice to express themselves.

**If a student's words/behaviour is threatening, physical in nature please tell a teacher/supervisor immediately.*

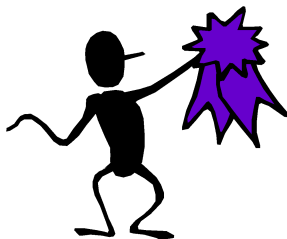
1. When other students say something or do something you don't like, ask them to stop
2. If this is unsuccessful, walk away or end the conversation
3. If the person continues, then please tell the teacher and/or supervisor what is happening (as soon as it happens).

STUDENT RIGHTS AND RESPONSIBILITIES

Members of the Edmonton Public School community, including students, parents, staff and Trustees, have a shared responsibility to help students be successful in school. Safety and well-being is fundamental to our students thriving as learners, and experiencing success and fulfillment both at school and in their lives. A ***Student Rights and Responsibilities*** document (this can be found on our website and School Zone) has been created to communicate clear expectations for how our students are expected to behave in order to ensure they become the best students and citizens they can be. Please see our ***Student Rights and Responsibilities*** document for further details.

BRYCE PORTEOUS AWARD

In 1986 the Porteous family created a citizenship award at John Barnett School in loving memory of their son Bryce. Each June we recognize one student from grades 1 - 3 and one student from grades 4 - 6 who regularly demonstrate excellent citizenship. These students contribute to the school by striving to do their best, by taking



pride in the school, and by being contributing citizens at the school.

SCHOOL COUNCIL

The John Barnett School Council meets throughout the school year to promote the free exchange of ideas between parents and school staff relating to school programs and policies. Parents/guardians who have children attending John Barnett are welcome to attend.

JOHN BARNETT PARENT ASSOCIATION

The purpose of this group is to provide events and raise funds that directly benefit the school and its students. Please come to the meetings and share your ideas! We really need your help and support to create the best learning environment for our students.

VOLUNTEERS

If you are interested in helping out at the school during your free time, please call our school office at (780) 478-1351. We will require that you complete a volunteer form and records check.



