



# SCHOOL HANDBOOK

## 2025-2026

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## WELCOME TO JOHN BARNETT SCHOOL

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.**

Mrs. Nellie Alves, Principal

### **SCHOOL CALENDAR 2025-2026** *(Dates in bold print mean NO SCHOOL)*

<b>August 29</b>	<b>First Operational Day</b>
<b>September 1</b>	<b>Labour Day</b>
September 2	First Day of Classes
September 22	Student Picture Day
<b>September 30</b>	<b>Truth and Reconciliation</b>
<b>October 13</b>	<b>Thanksgiving</b>
<b>October 20</b>	<b>PD Day</b>
October 28	Picture Retakes
<b>November 11</b>	<b>Remembrance Day</b>
<b>November 12</b>	<b>Non-Instructional Day</b>
<b>November 13</b>	<b>Non-Instructional Day</b>
<b>November 14</b>	<b>Teachers' Day in Lieu</b>
December 20	Last Day before Winter Break
<b>Dec. 22 - Jan. 2</b>	<b>Winter Break</b>
January 5	First Day back after Winter Break
<b>January 28</b>	<b>PD Day</b>
<b>February 16</b>	<b>Family Day</b>
<b>February 17</b>	<b>PD Day</b>
<b>February 26 &amp; 27</b>	<b>Teachers' Convention</b>
<b>March 20</b>	<b>PD Day</b>
<b>March 30 – April 2</b>	<b>Spring Break</b>
<b>April 3</b>	<b>Good Friday</b>
<b>April 6</b>	<b>Easter Monday</b>
<b>May 18</b>	<b>Victoria Day</b>
<b>May 27</b>	<b>PD Day</b>
<b>May 28</b>	<b>Teachers' Day-in-Lieu</b>
<b>May 29</b>	<b>Non-Instructional Day</b>
June 23	Last day of Classes
<b>June 24</b>	<b>Last Operational Day</b>

### **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
2:10 – 2:25 PM .....	Recess
3:15 PM .....	Dismissal for all students
2:10 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 SchoolZone to access school and classroom news, homework, progress reports and attendance records. Contact the school office for support to set up your SchoolZone 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 FORM 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. Children are required to have 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 texts, 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
- \$15.00 per month per student or
- \$150.00 per year per student

Students who eat lunch at school because of school-sponsored programs (e.g. choir) may do so at no cost on the day of the activity.

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, 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 they are 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.** If you do not call and the child is not at school, our call out system will call your home to ensure your child is not lost on the way to school. 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 office phone 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. During extremely cold weather (-23°C with the wind chill) outdoor recess will be cancelled. Students will have a supervised indoor recess break. Students will be asked to wait in the designated area. **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 instead of 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. Thank you 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 SchoolZone).

## 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.

## Cell Phones

While we encourage students to leave their cell phones at home during the school day, we realize that some students (those who walk/take the bus) will bring them each day. Students are expected to drop off all devices at the office upon arrival. Cell phones are not permitted in class, during recess or lunch hour. Cell phones will be turned into the office if

students are in violation of these expectations and a parent will be contacted.

## 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 **Student Behaviour Expectations** 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 or 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 SchoolZone) 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 ADVISORY COMMITTEE**

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

