



2019-2020

Annie May Jackson became the first female police officer in Canada when she was appointed to the Edmonton Police Department in 1912, a daring and controversial action at the time. Constable Annie M. Jackson was entrusted with the responsibility for upholding the morals and manners of girls and young women. She was respected for her kind and compassionate manner, and for her high moral standards. Annie M. Jackson died in 1959 at the age of 80.

The Jackson Heights neighbourhood in northeast Mill Woods was named in honour of Annie May Jackson in October 1976. Jackson Road, named in July 1980, also carries her name. The neighbourhood park site became the Annie May Jackson Park in November 1992. On January 29, 2002, the new school in the Jackson Heights neighbourhood, situated on the Annie May Jackson Park site, was officially named Jackson Heights School, after its neighbourhood. We are proud to be part of the Jackson Heights community and proud to share the legacy of Annie May Jackson.

This agenda belongs to:

Room: _____

Jackson Heights School 780 465 9797

Student/ Family Handbook

Welcome to a new and exciting year of learning. Thank you for the privilege of being able to work with your child and with you. We recognize our shared responsibility in helping your child achieve his/her potential. Students excel with parent support of high standards for achievement and personal conduct. Students, families, staff, and community each play an important role in the success of our school by providing quality education for our students. We invite you to become actively involved in our common goal, excellence in education.

Open and honest communication is a key to success. Your comments, questions, compliments, and concerns are always welcome, as they help us to provide the educational service our school community expects. Our school is what we make it. Let us always display the spirit, energy, and cooperative teamwork that will make Jackson Heights School a good model environment for students and for learning. **This handbook provides you with important information about our school.** Please read it and discuss it with your child. You can refer to it throughout the year. Any revisions to information included in this school handbook will be communicated through our regular school newsletters, posted on SchoolZone.

Edmonton Public Schools Vision

Statement: Success, one student at a time.

Edmonton Public Schools Mission

Statement: We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, families, staff and community.

Edmonton Public Schools Values

Statement: Accountability, collaboration, equity, and integrity.

District Priorities 2019-2022

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Edmonton Public Schools Ward G:

Bridget Stirling 780-429-8079

Superintendent of Schools:

Darrel Robertson 780-429-8010

Centre for Education: 780-429-8000

Assistant Superintendent:

Liz Yule 780-429-8402

Respectful Learning and Working Environments

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, families, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

School Philosophy

Jackson Heights School, as an advocate of lifelong learning, supports students to be independent thinkers and responsible citizens in a positive, challenging and diverse learning environment. We believe that this goal is realized by emphasizing teaching excellence through development of individual expertise and team collaboration; successful learning where students are challenged to become engaged learners as expressed in a variety of ways; citizenship and healthy living. We strive to create a positive learning environment where students, as responsible global citizens, feel accepted and safe. We feel that a strong sense of community is developed through school-wide events, classes working together, and celebrating our

diversity. We recognize that information literacy is essential for students to become life-long learners who ask questions, think critically, and problem solve in our knowledge-based society.

Please inform us of compliments or concerns in support of our common goal of a quality learning environment for all students. Comments may be directed in writing to the teacher and the Principal, through E-mail message: jacksonheights@epsb.ca, or by calling the school to schedule a conference.



Jackson Heights School Hours of Operation

Kindergarten to Grade 6:

	a.m.	p.m.
Supervision begins at:	8:19	12:07
Students assemble at:	8:34	12:22
Classes begin at:	8:39	12:27
Recess begins at:	10:15	2:15
Recess ends at:	10:30	2:30
Dismissal:	11:30	3:30

Early dismissal every Thursday - 2:18 pm

(No afternoon recess on Thursdays)

Students are expected to be on time for school daily. Good attendance and punctuality are important to student success in school.

Interactions:

Classes begin at: 8:30 a.m. and 12:00 p.m.

Dismissal: 2:42 p.m.

**Jackson Heights School
Programming**

Jackson Heights School serves Kindergarten to Grade 6 students in a Regular program, observing the requirements of the curriculum set out by Alberta Education. Emphasis on reading, writing and mathematics support the priorities determined by our district. Students experience parts of the curriculum through an integrated subject, Universal Design for Learning approach. Sharing learning in a variety of ways and providing choice are important components of this approach.

We also have a grade 4/5 Interactions Class. This class supports the learning for children with Autism.

French as a Second Language (FSL) instruction is provided to students in Grades 4, 5, and 6. A Music program based on the Orff philosophy is offered from Kindergarten to Grade 6 for a minimum of 90 minutes per week, as recommended by Alberta Education. Experiences in movement and dance are provided as an integrated extension to the Music and Physical Education programs. A variety of activities support our commitment to daily physical activity. Fitness, wellness, and overall good health are promoted at JHS.

High expectations for academic performance, character, conduct and citizenship, and for a

caring and safe learning environment are upheld by staff in our work with students.

School Zone

SchoolZone is an Edmonton Public School site to provide families, students, and teachers with secure access to school and student information.

SchoolZone allows students, families, and school staff to interact on a regular basis by sharing school news, assignments, attendance, and homework via the Internet. Google Apps is now available to students and staff through SchoolZone. All new students and parents will be provided with information to access SchoolZone.

We post our monthly newsletters, calendar of events, and other timely notices. We also post progress reports and IPPs on SchoolZone.

Attendance and Punctuality

Regular school attendance is a very important factor in a student's academic success. Students are expected to attend classes regularly throughout the school year. Frequent absences or extended family holidays during the year have a negative impact on student achievement.

Punctuality is also important. Late arrivals disrupt classroom activity and place the student at a disadvantage in terms of missed instruction. Students who arrive late (after classes have begun) are required to check-in at the office to obtain a 'late slip' before proceeding to class.

Student attendance and punctuality are closely monitored by school staff, and will be addressed on an individual basis with parents if concerns are noted.

Absentee Check Program: To ensure students' safety and to account for every student on each school day, the school office conducts an Absentee Check Program. **Please call the school at 780-465-9797 to report an absence for each day that your child is away from school or if your child is going to be late.** An answering machine will record your message outside of school office hours. If we are not notified, parents will be contacted.

IMPORTANT: Please inform the school office of any changes to family or emergency contact numbers, or any address changes.

SCHOOL EXPECTATIONS

All members of the Jackson Heights learning community are expected to contribute to a safe, positive, and productive environment, and to create an atmosphere of mutual respect, caring and cooperation. Jackson Heights School students are supported in developing a sense of pride in and commitment to their school, as well as to their community.

Jackson Heights School supports the *Edmonton Public Schools Framework for Character Based Citizenship Education*. Qualities of good character and citizenship are taught, and appropriate behaviours are modeled and reinforced. Exemplary behavior

is recognized. Children who make poor choices in their conduct will be encouraged to recognize, to take responsibility for, and to change their behaviour.

We promote a positive learning environment, students are taught and encouraged to demonstrate positive choices by:

- putting safety first
- being polite and courteous
- being prepared to learn and to do their best
- solving problems by making positive choices
- being considerate and cooperative
- respecting oneself, others, and the environment
- showing responsibility

We promote, recognize, and celebrate the efforts of our students to Stop, Think and Act Responsibly.

Playground Expectations

The playground at Jackson Heights School is a fun and safe environment. Students need to make positive choices in order to:

- play games according to established rules
- play safe games that will not harm or endanger anyone
- respect the rights of others to play organized games without disruption
- use school and playground equipment appropriately
- stay within designated play areas
- respect the environment and school property

- return to the classroom promptly when the whistle blows

CONSEQUENCES

For any kind of inappropriate behaviour, consequences will follow, whether these are *natural* or *logical* consequences. *Natural* consequences are those which arise directly from the behaviour; for example, if a child is playing a game unfairly, his companions may no longer wish to play it with him/her. Ideally, as the result of learning about problem solving strategies, a discussion would occur amongst the group that would lead to a solution. If the children are unable to resolve their differences, intervention may become necessary.

This intervention will take the form of providing children with strategies for solving problems, such as: ignoring, walking away, saying what it is that is bothering you and what you need, or seeking assistance.

The goal of using either *natural* or *logical* consequences is to help children:

- to look more closely at their behaviours and to consider the results of their choices
- to develop internal understanding, self-control, and a desire to follow the expectations

These consequences are designed to occur in a manner which is empathetic to the children and allows them to maintain their dignity.

Minor Misconduct

Most minor conduct concerns or student disputes, either within or outside of the classroom, can be resolved on the spot with the teacher's assistance. Families may be kept informed of issues of repeated concern. This will be done through telephone contact and/or in writing. Logical consequences of minor misconduct may include such things as reminders to demonstrate responsible citizenship, written reflections, loss of privileges, or time away from the group.

Significant Misconduct

Significant misconducts are actions that adversely affect the learning needs of others, are injurious to the safety and/or dignity of others, and may interfere with or threaten the orderly functioning of the school. These include severe intentional behaviours, such as defiance of authority, fighting, using racial slurs, bullying, inflicting bodily harm, destruction of property, or verbal abuse.

When a significant misconduct occurs, the student loses the privilege of being with his/her peers, and the school administration may assist in resolving the issue. Families will be notified either by telephone or through written communication.

At the discretion of the administrator, students involved in a significant misconduct will also receive one or more of the following: temporary removal of privileges (recess play, field trips, or other special events), a time-out, an in-school suspension (to be served in the school office), or an out-of-school suspension. In the case of suspension,

formal documentation will be placed in the student's cumulative file. In the case of vandalism or theft, students may be required to pay for damaged property. In extreme circumstances, the police may become involved.

Class Meeting

Class Meetings take place in each classroom every day. These meetings are used to develop a sense of community in the classroom so that, as a community, standards are created. Each person feels he/she is a valued member of that community with a responsibility to follow the group guidelines and decisions.

HOME SUPPORT

Homework

Students benefit from family involvement in and support of homework practices. When families are aware of what is expected and involve themselves in helping their child to complete homework responsibly, the importance of good study skills is reinforced. Homework can take the form of reading at home, reviewing concepts covered in class, or special projects.

At Home Reading

Reading is a vital life skill and we become stronger readers by reading. All students are expected to actively participate in home

reading by devoting a time to read each evening during the week.

Student Agenda

The school provides Kindergarten to Grade Six students with a Student Agenda (organizer). This book is carried home daily. Students record assignments and reminders in this book. Families are asked to carefully review homework and *initial* the entry each evening. The Agenda also serves as a convenient communication tool between families and the teacher.

Child Care/Out-of-School Care

Child care/out-of-school care services are not available in Jackson Heights School.

Parents and community members offering out-of-school child care for school-aged children may leave their name at the school office. These names are shared with interested parents on request. Jackson Heights School assumes no responsibility or liability for child care arrangements. This is the responsibility of families.

COMMUNICATING STUDENT GROWTH

Student progress is formally reported three times per year, by November, March, and at the end of June. Reports are supplemented by a Goal Setting conference during Term I and a Student-Led conference in Term II. Other conferences may be scheduled at the request of the parent, student, or teacher.

Emergency Plan



A school Emergency Plan is in place, and is reviewed and updated annually. Fire drills, security alert drills and school evacuation will be conducted regularly throughout the year to allow students and staff to be prepared for quick response to any emergency situation.

Information in an emergency – In an emergency, the school may communicate with parents through [SchoolZone](#) and/or voice messaging or by text message. For large-scale emergencies, information may also be shared on the District's [Facebook](#) and [Twitter](#) accounts, and through local media.

Help keep your child safe in an emergency

Don't call the school. Too many calls can overload the phone system, preventing emergency workers from making timely contact with the school.

Don't call or text your child. A ringing or vibrating phone could alert a suspicious person to their whereabouts.

Don't go to the school. Extra vehicles and people in the area can make it difficult for emergency workers to do their jobs. Reuniting with your child after an emergency. **Most emergencies don't last long and are resolved before the school day ends.**

If it's the end of the school day and an emergency has just ended, school staff and/or emergency workers will be at the school and tell you where to go to meet your child. If your child takes the bus, you will be notified if the bus is on time or late. If your child walks home, staff will take necessary precautions to ensure your child is safe leaving the site.

In some emergencies, your child's class and teacher will go to an alternate safe site. If that happens, you will be notified about where to go to pick up your child. Sign out procedures will be in place - your child must be picked up by a family member or another adult.

Types of emergencies:

ALERT - A threat is outside the school. All exterior doors are locked. There are no outside activities. Classes continue as normal.

LOCKDOWN - There is an immediate threat inside the school. All interior doors are locked. Staff and students keep quiet and hide. If staff and students are on a field trip, they will go to an alternate safe site instead of returning to the school. Students will not be released from the school until emergency responders say it is safe.

EVACUATION - Schools may be evacuated during a fire, flood or bomb threat. All staff, students and visitors immediately leave the building and proceed to the school's meeting

place. Everyone either stays at the meeting place or moves to an alternate safe site. Staff, students and visitors return to the building only after emergency responders say it is safe.

TORNADO ALERT - Staff and students inside the building go to pre-designated shelter areas, which is the gym in our school. If the school is damaged and it is safe to go outside, staff, students and visitors may be evacuated.



Fees and Field Trips

Jackson Heights School does not charge instructional fees. However, monies are collected to pay for in-school performances, and for field trip admission and transportation costs. Information regarding field trips and special activities will be described in a letter from the teacher at the time of the event, and will include any related fees. Signed family permission is required prior to each excursion. All excursions and special experiences are directly connected to the curriculum.

No student will be refused participation in a field trip due to lack of funds, providing the family discusses this with the Principal prior to the specific excursion.

Kindergarten parents are asked to contribute a fee that will be determined for our kindergarten Program Fund in September. This fund will cover field trip costs, special

activities, consumable student supplies, and other items determined by the teachers.

Footwear and School Attire

All students require a pair of running shoes with non-marking soles to wear indoors and in the gym. For health and safety reasons, students must wear suitable footwear at all times.

Students should remove outdoor shoes as they enter the school and place them in their assigned space.

We request family cooperation by removing their wet or muddy footwear at the entrance when visiting the school.

Students are to be suitably dressed for their work at school, including participation in physical education classes.

Revealing clothing or shirts with inappropriate logos are not to be worn at school. Concerns regarding inappropriate clothing choices will be handled on an individual basis.

Caps/hats and outside jackets are not to be worn indoors or in class during instructional time.

Holidays During Scheduled Instructional Time



The school year has been organized to provide natural breaks and holidays for students. The demands of the curriculum are

such that if a student were to miss a significant period of instructional time, this could have an impact on their achievement for that year. While travel provides wonderful opportunities for learning, it is important to understand the educational ramifications of that decision.

Families who take their children out of school to go on an extended trip are choosing to home school their child for that period of time and the families are responsible for their child's educational programming. Families need to be aware of the fact that their child will miss the learning that continues in their absence and this may have an overall impact on the achievement.

It is also important to note that depending on the timing and length of the absence, there may be insufficient information collected by the teacher to provide a valid evaluation of their child's progress and achievement during that particular term.

ਅਨੁਸੂਚਿਤ ਚਨਰਦੇਚਿਤ ਸਮੇਂ ਦੌਰਾਨ

ਛੁੱਟੀਆਂ

ਸਕੂਲੀ ਸਾਲ ਚਿਚਦਆਰਥੀਆਂ ਲਈ ਕੁਦਰਤੀ ਬ੍ਰੇਕਸ ਅਤੇ ਛੁੱਟੀਆਂ ਮਨਾਉਣ ਲਈ ਆਯੋਚਿਤ ਕੀਤਾ ਚਿਆ ਹੈ। ਪਾਠਕ੍ਰਮ ਦੀਆਂ ਮੰਗਾਂ ਅਜਿਹੀਆਂ ਹਨ ਜਕ ਿੇ ਜਿਜਦਆਰਥੀ ਨੰ ਮਹੱਤਿਪ ਰਣ ਜਮਆਦ ਦੀ ਯਾਦ ਨਹੀਂ ਕ੍ਰਨੀ ਪੈਂਦੀ, ਤਾਂ ਇਸਦਾ ਪੜ੍ਹਾਈ ਸਮੇਂ ਦਾ ਪਰਭਾਿ ਹੋ ਸਕਦਾ ਹੈ, ਇਸ ਨਾਲ ਉਸ ਸਾਲ ਲਈ ਉਨਹਾਂ ਦੀਆਂ ਪਰਾਪਤੀਆਂ 'ਤੇ ਅਸਰ ਪੈ ਸਕਦਾ ਹੈ। ਯਾਤਰਾ ਜਸਖਲਾਈ ਲਈ ਬਹੁਤ ਿਧੀਆ ਮੌਕੇ ਪੇਸ਼ ਕ੍ਰਦੀ ਹੈ, ਇਸ ਫੈਸਲੇ ਦੇ ਜਿਜਦਅਕ ਪਰਭਾਿ ਨੰ ਸਮਝਣਾ ਮਹੱਤਿਪ ਰਨ ਹੈ।

ਜਿਹੜੇ ਮਾਤਾ-ਜਪਤਾ ਆਪਣੇ ਬੱਜਿਆਂ ਨੰ ਲੰਬੇ ਸਮੇਂ ਤੇ ਯਾਤਰਾ ਕ੍ਰਨ ਲਈ ਸਕ ਲ ਤੋਂ ਬਾਹਰ ਲੈ ਿਾਂਦੇ ਹਨ, ਉਹਨਾਂ ਦੇ ਸਮੇਂ ਲਈ ਉਸ ਦੇ ਬੱਿੇ ਨੰ ਸਕ ਲ ਦੀ ਿੋਣ ਕ੍ਰਦੇ ਹਨ ਅਤੇ ਮਾਤਾ-ਜਪਤਾ ਆਪਣੇ ਬੱਜਿਆਂ ਦੀ ਜਿੱਜਦਅਕ ਪਰੇਗਰਾਜਮੰਗ ਲਈ ਜੰ ਮੇਿੰਾਰ ਹੁੰਦੇ ਹਨ। ਮਾਚਿਆਂ ਨੂੰ ਿਸ ਤੁੱਥ ਤੋਂ ਿਾਣੂ ਹੋਣ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਚਕ ਉਨਹਾਂ ਦੇ ਬੱਿੇ ਿੈਰਹਾਜ਼ਰੀ ਚਿੱ ਚਸੁੱਖਣ ਦੀ ਿੰੂੰਮ ਹੋ ਿਾਂਿੰਿੀ ਅਤੇ ਇਸ ਦੀ ਿਰਾਿਤੀ 'ਤੇ ਸਮੁੱਿੰਾ ਅਸਰ ਹੋ ਸਕਦਾ ਹੈ।

ਇਹ ਨੋਟ ਕਰਨਾ ਿੰੀ ਮਹੱਤਿਿੰੂਰਨ ਹੈ ਚਕ ਿੈਰਹਾਜ਼ਰੀ ਦੇ ਸਮੇਂ ਅਤੇ ਲੰਬਾਈ ਦੇ ਅਧਾਰ 'ਤੇ, ਉਸ ਖਾਸ ਸਮੇਂ ਦੇ ਦੌਰਾਨ ਉਸ ਦੇ ਬੁੱਿੰੇ ਦੀ ਤਰੱਕੀ ਅਤੇ ਿਰਾਿਤੀ ਦੇ ਇੱਕ ਿੰਾਇਜ਼ ਮੁਲਾਂਕਣ ਲਈ ਅਚਧਿਆਕ ਦੁਆਰਾ ਨਾਕਾਫੀ ਿੰਾਣਕਾਰੀ ਿਰਾਿਤ ਕੀਤੀ ਿੰਾ ਸਕਦੀ ਹੈ।

Home-School Communication

Communication with families and the Jackson Heights community is a priority. A monthly school newsletter is an integral part of home-school communications. This newsletter is posted on SchoolZone on the last day of every month. In addition, classroom teachers regularly communicate classroom events and program information through class newsletters.



Illness, Injury and Medications

Illness: Normally, children who are too ill to go outside for recess are considered too ill to be at school. This is particularly true in the case of severe colds. Children coming to school when ill are unable to function well, provide a source of infection for other

children, and would probably recuperate faster at home.

If a child becomes ill at school, the parent or emergency contact person is contacted to arrange for the child to be picked-up. If the parent cannot be reached, the child is made as comfortable as possible in the office area and remains there under supervision of office staff.

Injury: Basic first aid is administered to any child who experiences an injury at school. Contact with families may not be made if the injury is a minor scratch or bump. If the illness or injury appears serious, every attempt is made to contact the family or emergency contact person. If the family member cannot be contacted, the school will access the appropriate medical system (e.g., MediCentre, ambulance). The family will be notified as soon as possible. Note: Medical costs, including ambulance charges, are the responsibility of the parent.

Medications: Administration of medication to students is the responsibility of the student's parents/guardians. **If a family member needs school staff to administer medication at school, a signed request from the parent and physician must be provided to the Principal.** It must indicate the type of medication to be administered, required dosage and action to be taken in the event of possible side effects. This request will be kept in the child's school file.

For the safety of others, all medications are stored in a secure area in the school office with the exception of EPI pens required by

students with life-threatening allergies (EPI pens are to be carried by the allergic student at all times). Asthmatic students who occasionally require use of an inhaler should provide the school office with their medication. Medications are only administered under supervision by designated school office staff.



Allergies: Jackson Heights is an **Allergy Aware** school. We have a number of students in our school who have allergies to nuts and nut products, gluten, milk and eggs. Ingestion of even tiny amounts of these items could be serious or even life threatening. Although it is not possible to guarantee freedom from allergen contamination, staff makes every effort to exhibit due care and responsibility in providing the safest environment possible for children. Ways you can help our school:

- Check the list of ingredients on items you send to school.
- Please avoid sending products containing peanuts/nuts to school.
- Teach your children to understand this very serious situation and encourage them to support their peers.
- Teach your child not to share food, drinks, or eating utensils with others.
- Teach your child to wash his or her hands with soap and water before and after eating. Washing hands is

good for everyone; it can also help reduce the spread of colds and flus.

Please think about school or classroom events that might include food and to be “**Allergy Aware**” on these occasions.

Scent-Free: We request that no strong scents (e.g., perfumes, hair/body products) be worn in the building to help to minimize allergic reactions for students, staff, and volunteers with respiratory allergies or asthma.

Emergency Registry: The school maintains an emergency registry for each student. The information is kept on file so that a family member or emergency contact person is available in the event of injury or illness. The emergency registry is updated each year in September. It is very important that families notify the office if there are changes to contact information during the school year (i.e., home, work, and emergency contact phone numbers).

Inclement Weather



During inclement weather (rain, extreme winds or cold) students may come into the school prior to class assembly time. Students are expected to wait in an orderly manner at their designated entrance. Children should be dressed appropriately for any type of weather, as they may be sent out for a regular or shortened recess at the discretion of the Principal.

Outdoor recesses are cancelled if the temperature is extremely cold (i.e., -23°C with wind chill). Students are then provided with a supervised indoor recess/exercise break.



Learning Commons

Jackson Heights School Library-Media Program advocates learning through print and non-print resources that support the Alberta curriculum and promote literacy. Our library-media program promotes the use of resource-based learning and information literature skills. Our collection of literature is carefully selected to meet the interests of our students and to ensure the inclusion of quality literature, including an emphasis on Canadian content and authorship.

A personal library scan number is issued to each student. Students may borrow books for a one week period with the option of renewing books for another week. Students are responsible for replacing lost or damaged books. There is a charge of \$25 for lost hardcover books and \$10 for lost paperback books. Lost textbooks are replaced at publisher cost.

Lost and Found

A lost and found box is located in front of the music room. Found articles of clothing and footwear should be placed in these boxes. Found jewelry, eyeglasses, lunch kits, keys or small items should be turned in to the school office. Items in the lost and found

boxes are put out on display prior to the December, March and June school holiday breaks. Unclaimed items are donated to charity.

Lunch Program

We strongly believe that a break from the school building and from school routines, and a walk in the fresh air are important for school children during the lunch hour. We encourage families to have their children get a break and eat lunch away from school. However, we can appreciate that certain family circumstances and choice of school necessitate a child having to stay at school for lunch, and in these situations we are able to provide assistance.

All students in Grade 1 to 6 must register for the program and those that stay must pay a daily fee. Students are to provide their own lunch. Lunch fees cover the cost of lunch supervision and related expenses. Lunch supervisors are hired to supervise students who stay at school for lunch.

Students staying at school for lunch are supervised during an outdoor play period for half of the lunch hour and eat their lunch indoors during the other half of the time, sitting at their own desks in their classrooms. Microwaves and eating utensils **are not** available for student use. Use of reusable or recyclable containers is strongly encouraged, and students are asked to take any leftovers home. **NOTE:** Students who leave the school for lunch are not to return to school before 12:10 p.m.

The fee for students who stay at school for lunch daily is **\$12.00/month per child**, due on the first school day of each month. The yearly rate is \$120. A lunch ticket system is used with students who stay at school only occasionally for lunch. Lunch tickets are available in the school office: **\$20 for 10 lunch tickets.**

A signed and dated note from the family is required if a child who regularly eats at school is to go to a friend's home, or if a child will be picked-up from the school at lunchtime by the family or designated individual.

School lunch services may be suspended for children whose behaviour requires a level of service greater than the school can provide. Families will be notified and the child will be given the opportunity to meet behaviour expectations before such a decision is made by the Principal.



School Council/Parents Association

An active School Council provides advice and input to the Principal and for the School Board, supports the school's operation, and enriches educational opportunities for our students. A School Council facilitates collaboration among all educational partners in the school in support of teaching and student learning. We encourage all parents to become involved in quality public education.

School newsletters provide information about parent meetings, activities and opportunities for involvement.

The School Council is not a fundraising group; the Parents Association exists independently for this purpose. All parents and guardians of Jackson Heights School students are encouraged to attend School Council and Parents Association meetings, and to become actively involved in support of the school and quality learning.

Parking and Parent Drivers



Assigned school parking stalls are rented by staff during the school year. We request parent cooperation by not parking in staff stalls in the school parking lot. Very limited space is available on the west side of the parking lot for school volunteers, visitors, and families. Additional parking is available on public roadways adjacent to the school. Please observe parking restriction signs and be considerate of our neighbours' properties.

The parking lot is out-of-bounds to students at all times. In consideration for the safety of all students, parents are asked not to use the parking lot as a drop-off or pick-up area for their children.

Drivers are reminded that no parking is permitted in the drop-off lane in front of the school. Drivers must remain in their vehicle at all times, and be prepared to move forward in the lane as space permits. Students must exit their vehicle on the curb side only. The second lane of the drive through is for driving through. DO NOT LET YOUR CHILD OFF OR PICK UP FROM THIS LANE. Family and driver cooperation, courtesy and patience help to make student drop-off and pick-up times safe and efficient for all.

It is important for families to set the example for children by using marked crosswalks and obeying directions of the AMA School Patrols. Police may be contacted to handle repeated disregard for traffic and parking regulation in addition to their regular patrol of the school area. We work closely with the City of Edmonton Traffic Department and the Edmonton City Police to monitor and respond to traffic safety concerns.

Personal Property of Students

The school is not responsible for students' personal property. Lunch kits, backpacks, shoes, boots and all outer clothing items should be identified with the child's name (laundry marker, indelible felt marker). Money, valuables, expensive items (e.g., iPods, iPhones, DS, etc.) and special collections are best left at home. Students are not permitted to carry or use cell phones or other digital devices on school property.

- Bicycles/scooters should be walked to the racks from the street. Riders should

show courtesy and caution at all times. Students must provide a personal locking device to secure their bicycle/scooter to the rack. Lock combinations or keys should not be shared with other students, including siblings. The bike racks are not a student play area. All children are required by law to wear a properly fitted bicycle helmet whenever riding their bicycle/scooter.

- Skateboards, in-line skates/rollerblades, and sleds are not to be brought to school. In addition to being a safety concern, they create a storage problem in the classrooms.

School Assemblies

A General Student Assembly is organized each month to enhance our school community, to celebrate special events, to honour special achievements, to enjoy student learning demonstrations and to enhance the sense of extended family we strive to maintain in the school. Families and guests are always welcome to attend these assemblies. General Assembly times are announced in school newsletters.



School Photos

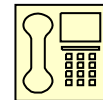
Individual and class group photos will be taken by Lifetouch Studios. All students are included in the photo dates, but families are not obligated to place an order.



School Supplies

Textbooks are provided by the school for students in Grades 1 to 6. Students are required to pay for the replacement of lost or damaged texts or library books.

Basic consumable school supplies such as pencils, scribblers, crayons, etc. are provided by parents. Lists of school supplies required at each grade level are available in the school office and SchoolZone. Students are expected to have necessary supplies at all times. Individual items should be clearly labeled with the student's name.



School Telephone

Learning is our priority. We do not interrupt classroom instruction with telephone messages from home, except in emergency. Office staff try their best to pass on family messages to their children prior to dismissal, but are unable to accept responsibility for any missed messages. For this reason, it is very important that any transportation arrangements, child care, or permission for after school activities and visits to friends' homes be agreed **before** your child leaves for school in the morning. Students have access to school telephones only in the case of emergency or on the request of school staff.

Student Activities

Student involvement in clubs, activities of interest, and service options provide opportunities for them to develop valuable citizenship, leadership, and teamwork skills. Co-curricular activities and service options will be determined throughout the year. Staff would welcome family leadership, involvement, and assistance.

Inclusive Learning

An Edmonton Public Schools consulting team of specialists, including an educational psychologist, reading specialist, social worker, and occupational and physical therapists, serve the school. Access to a speech and language pathologist, a behaviour consultant, and a school nurse are provided by the Capital Health Authority. Families may contact the Principal for further information to discuss referrals.

Capital Health works together with schools and community agencies to provide a range of coordinated community health and support services for school-age children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language in schools.

If you have any concerns about your child's health, please talk to the Community Health Services, School Health Team at Mill Woods Public Health Centre by phoning 780-413-5685. Our Jackson Heights School nurse is Ms. Marienna Yardley.

Supervision

Supervision is provided fifteen minutes prior to assembly in the morning and afternoon, during each recess period. Supervisors wear bright orange safety vests when outdoors to ensure that they are visible. Students may approach any supervisor for assistance. Any student who feels ill should alert a supervisor and then report to the school office.

Students should not arrive at school earlier than regular supervision is provided (i.e., not before 8:22 a.m. and 12:10 p.m.).

When the weather is very cold or wet, students may wait quietly inside their assigned entrance until class assembly. In the interest of safety, all students are expected to report home immediately following dismissal. It is important that families picking children up after school be on time. Please take special note of dismissal time of 2:18 p.m. every Thursday.

We request that families determine a regular meeting spot for their children outside of the school building instead of waiting at their child's classroom door or school exit door.



Vandalism

We take great pride in our school building, grounds, furniture, equipment and resources. Respect and care for school property is everyone's responsibility.

In circumstances where a student is deemed to be responsible, either in whole or in part, for damage or defacement of school property, or the personal property of others, repair or replacement costs will be the responsibility of the student and family.

Vandalism occurring outside of school hours costs the school valuable educational dollars. If you witness vandalism or suspicious acts, please call the Edmonton Police Service at **780.423.4567** or **911 (Emergency)**, or **Edmonton Public Schools Security Services** at **780.429.8295**. The school will prosecute offenders and attempt to obtain restitution for damages.

Visitors to the School

School visitors are welcome, whether they are family, guests or individuals on official business. For student safety and security reasons, all visitors must check-in at the school office before proceeding through the school.

At all times, student learning is the priority and attention of the teacher and students must not be interrupted. The best way to contact your child's teacher is to schedule an appointment. Families or other visitors who would like to meet with the Principal are requested to schedule an appointment by contacting the school office 780-465-9797.

All school doors are kept locked. This practice supports greater safety and security for all students and staff, and for school property.

Volunteers

Family and community volunteers contribute many hours of their time, energy, and talent for the benefit of students and the school. There are a variety of opportunities to become involved. Requests for volunteers are shared in school and classroom newsletters as needs arise. Whether at school or at home, any time given to support students in their learning experiences is valuable. Preschool siblings cannot be accommodated in classrooms during learning time.

All volunteers are asked to check-in at the office on each visit. In the event of an emergency situation, office staff must be aware of and account for all individuals in the school. Volunteers are asked to wear a school volunteer badge to identify themselves to students and staff.



Important Dates for 2019-2020 School Year

September 2	Labour Day
September 3	First Day of School
September 23	PD Day
October 14	Thanksgiving
October 25	PD Day
November 11	Remembrance Day
November 12-13	November Break
November 28	Progress Report Card
November 29	PD Day
December 23 – January 5	Winter Recess
January 6	School Resumes
February 17	Family Day
February 18	PD Day
February 27-28	Teacher's Convention
March 13	Progress Report Card
March 23-29	Spring Recess
April 10	Good Friday
April 13	Easter Monday
May 18	Victoria Day
May 19-20	May Break
June 26	Last day of classes, Progress Report Card