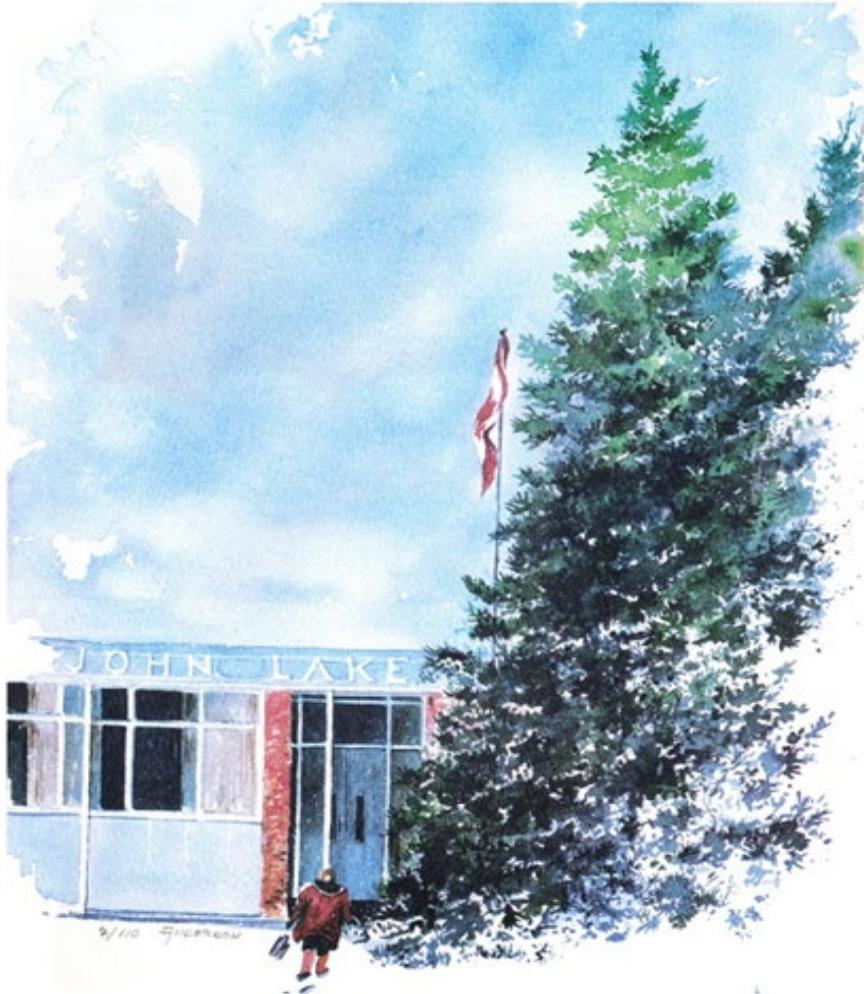


John Lake School

2023 - 2024



**At John Lake School, our students are
Known, Valued and Believed In!**



John Lake School

Student Handbook 2023 - 2024

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Principal**

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At John Lake School we believe in creating a welcoming community of acceptance where all students feel known, valued and believed in.

OUR VALUES

We are KIND

- Our words and actions display kindness
- We are welcoming of all students and families
- We work to build strong relationships

We are RESPECTFUL

- We treat ourselves and others with respect
- We respect school property and the property of others
- We demonstrate responsibility

We are ENGAGED IN LEARNING

- We set individual learning goals and work towards them
- We actively participate in meaningful work
- We demonstrate perseverance

We are FOCUSED ON IMPROVING

- We work to improve our mental, physical, emotional and spiritual well-being
- We strive to meet our learning goals and celebrate accomplishments

John Lake School Day

9:00	Warning Bell
9:03	Classes Begin
10:45 - 11:00	Morning Recess
11:55 - 12:40	Lunch Hour
2:20 – 2:35	Afternoon Recess
3:27	Dismissal

Students are requested to arrive at school no sooner than 15 minutes prior to bell time in the morning, unless enrolled in the “Before and After” school program or in a specific school activity. Supervision of the school grounds and boot rooms does not begin until 8:48 a.m.

Commitments we ask from Parents that Lead to Student Success

Establish direct and personal contact with your child’s teacher, become involved in the school and gain first-hand knowledge of our teaching activities and facilities.

Demonstrate support for the school and its programs by working closely with the teaching staff and the School Community Council.

Become informed about your child’s program of studies.

Encourage your child’s positive attitude towards school.

Work together with the school to support your child’s learning.

Accept responsibility for the partnership of home and school in the education of children.

Provide conditions favourable to study at home.

Cooperate with the school in developing and protecting the health and character of children.

Absences

If your child is going to be absent from school or late for any reason, please contact the school before the beginning of the day via Edsby or call 306-683-7300.

One of our greatest priorities is ensuring that all our students arrive safely to school every day. We have multiple ways to report attendance.

1. **Edsby App** – This is our preference. [Parent Planned Absences | Edsby](#)

You have the option to mark your child absence for the day or to create planned absences for the future.

Safe Arrival: If your child is marked absent and the absence hasn't been explained in advance, you will receive an automated phone call, text message, email to get a reason for the absence. Calls and contacts will continue until you choose an option to explain the absence.

Before & After School Program

The Before & After School Program is operated by the Saskatoon Boys & Girls Club. They can be contacted at 306-665-1450 if you require information or you may pick up application forms at the office.

Move to Grow – Active Transportation!

We encourage students to use active transportation to and from school. For safety reasons, students are not to use bicycles, skateboards, rollerblades and scooters on the school grounds. Once they leave the city sidewalk to enter school property, they must carry their bikes, skateboards, or scooters and remove their roller blades. Safe keeping of these items is the responsibility of the student. If bikes are brought to school, they **MUST** be secured to the bike racks with a U-Lock (chain locks are too easily cut). Please remind students not to lock their bikes to the fence.

For more information please see Saskatoon Public School's Move to Grow webpage: [https://www.spsd.sk.ca/division/movetogrow/Pages/default.aspx#/=](https://www.spsd.sk.ca/division/movetogrow/Pages/default.aspx#/)

Communication Process

IF YOU HAVE ANY QUESTIONS, CONCERNS OR SUGGESTIONS:

A. Regarding Your Child (Progress/Problems)

1st contact: Your Child's Teacher

- Most of your concerns can be dealt with at the classroom level, but if not, then

2nd Contact: The Principal of the School

- The principal and other appropriate staff (school counselor, resource teacher, EAL teacher, SLP resource etc.) might be involved at this level to deal with the issue, but if more needs to be done, then

3rd Contact: A Superintendent

- Your principal will identify the appropriate area superintendent for you to contact. If the issue is still unresolved,

4th Contact: The Director of Education

5th Contact: Local Trustee of the Board of Education

B. Regarding Your School (Activities, Hours, Playground)

1st Contact: Your Principal who will pass concerns on to a Superintendent

2nd Contact: Discuss with Parent Organization (such as the School Community Council)

3rd Contact: The Board of Education

C. Regarding School and Board Policies and Programs

1st Contact: Your Principal

2nd Contact: The Superintendent or appropriate Administrator or Consultant

3rd Contact: The Director and/or Board

4th Contact: If related to The Education Act or Legislation: Contact the Minister of Education or your MLA.

Community Services – Police Department

We have a School Resource Officer assigned to our school. The work of the resource officer may include safety, liaison work, classroom presentations, and meeting with parents. As well, the officer is available to work on making our community safe for all.

The goals of the School Resource Officer Program include:

- ☞ Developing positive attitudes and relationships between children, youth and the police.
- ☞ Helping to create a safe school environment.
- ☞ Serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences.
- ☞ Liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.

School Resource Officers:

- ☞ Serve as a positive role model to students and school staff.
- ☞ Establish and maintain open lines of communication with students, parents, guardians and school staff.
- ☞ Provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students.
- ☞ Reduce crime through education, enforcement and personal interaction with students and staff.
- ☞ Take reports and investigate incidents within the school. In some cases, mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases, a criminal charge may result.

Discipline Policy

We believe that all students need nurturing and guidance in developing good citizenship.

We believe that discipline should be proactive and have some educational value in that it teaches students to think for themselves and accept responsibility for their own actions.

Student action is purposeful, and, when an action demonstrates lack of respect or responsibility, logical or natural consequences will result. In all discipline matters each student will be treated as an individual and with dignity and respect. Some examples of consequences may be one or more of the following:

- Reminder to change behaviour from a staff member at the time of the incident.
- Discussion between the student, teacher and/or school administrator to develop a plan of action to address the behaviour.
- Temporary removal from the classroom to a “time out” space.
- Communication with parents or caregivers (by letter, phone call or personal meeting).

- Loss of privileges.
- Conferences involving the student, parents/caregivers, teachers, and administration.
- Temporary suspension from school.
- Relocation to another school.

Consequences are intended to be fair, logical and aligned with the policies of Saskatoon Public Schools.

*All acts of bullying that are reported will be treated seriously and investigated. Statistics indicate that 95% of all bullying in schools occurs without the knowledge of the staff. Please keep staff informed of any bullying issues.

Bullying behaviour is different than an individual incident. Bullying is defined as purposeful, **repeated**, and hurtful behaviour carried out by an individual or group with an imbalance of power and with the intent to intimidate or cause emotional, psychological or physical harm.

Expectations of Students

1. Students are encouraged to show pride and respect for our school facility. In an effort to ensure its cleanliness:
 - Wet or dirty outdoor footwear is to be removed in the boot room. All students are expected to have a pair of indoor shoes to wear in class and gym.
 - Soft drinks are not allowed in classrooms with the exception of a class party.

Students are also requested to:

- Keep cell phones, games and devices in their lockers (at their own risk) throughout the school day, unless invited by the teacher to use for academic purposes
- Attend school regularly, arrive to school on time and be prepared to learn.

2. Safety on the playground is a priority! Fair play, sportsmanship and participation are three goals we expect students to demonstrate in all activities. All students have the right to feel included and safe.
3. Students are not to leave the school grounds without teacher permission. Permission will usually not be granted without a note or phone call from a parent/caregiver.
4. Inappropriate hands-on play or aggression will not be tolerated. Verbal putdowns are part of bullying.
5. Students are expected to move quietly and purposefully throughout the school without disrupting the learning of others or impeding the movement of others.
6. Students are to use appropriate language at all times.
7. Students are to use breaks to get drinks of water and to use the washroom.
8. Students are to remain in the classroom unless given permission to leave.
9. Students are to cooperate with adults and peers; be respectful in words and actions.
10. Students are to demonstrate good work habits and complete all assignments on time.
11. **Students are to come prepared to go outside during recess.** Recess weather guidelines are:
 - -27 degrees Celsius (including wind chill) or colder – everyone stays indoors
12. Students are to stay on the appropriate sections of the playground at recesses and are not to leave the school grounds without permission.
13. Students are to enter the school through the designated doors.
14. Students are expected to participate in school activities.

School Dress Code

All of us are concerned with making sure John Lake School has a positive atmosphere for everyone. Students are expected to exercise good taste and to take pride in personal appearance. Students are asked to dress in a manner that is appropriate for school. Messages on clothing that promote alcohol, drugs, violence, etc. are not acceptable.

Students should always be dressed appropriately for the weather conditions and be prepared to go outside for recess breaks. Concerns regarding student clothing will be shared with parents and communicated to students in a private and dignified manner. Repeat offences will result in referrals to the school administration.

Rights and Responsibilities

We work within a framework of rights and responsibilities. When students understand this connection, they will have a guide for a successful future. We believe that every student has the following rights and responsibilities:

1. I have a **RIGHT** to learn in this school.
It is my **RESPONSIBILITY** to be on time, listen to others, to work up to my ability, to ask questions, to comply with instructions, offer answers, or raise a concern.
2. I have a **RIGHT** to hear and be heard.
It is my **RESPONSIBILITY** not to talk, shout or make loud noises when others are speaking.
3. I have a **RIGHT** to be respected in this school.
It is my **RESPONSIBILITY** not to tease, bother or bully other people, or to hurt their feelings, start rumours or gossip.
4. I have a **RIGHT** to feel and be safe in this school.
It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm myself, anyone else or other's property.
5. I have a **RIGHT** to privacy and to my own personal space in this school.
It is my **RESPONSIBILITY** to respect the school property, the personal property of others and to accept their right to privacy.

In keeping with the "Rights and Responsibilities" and our "Safe and Caring" school practices, these school wide rules will be followed:

1. Use hands for helping, not hurting.
2. Cooperate with the adult in charge.
3. Use appropriate language.
4. Treat others, their property and our school with respect.

Note: Teachers work with students to establish classroom rules and routines.

Electronic Devices

Electronic devices that are brought to school are not covered under school insurance and are brought at the student's own risk. The school and staff bear no responsibility for care, loss or damage of any of these items. We encourage students to leave electronic devices at home. Cell Phones that are brought to school are to be kept in backpacks/lockers at all times during the school day. Teachers will provide one reminder to students to put it away if needed and then the device will be kept in the principal's office until the end of the day. Repeated incidents will require the parent to come to school to pick up the device. Students are welcome to use their devices for educational purposes when invited by the teacher.

INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. *Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school's overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.*

When using digital devices, students must adhere to the following principles:

- **Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.**
- **Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission**

of those staff or students is considered disrespectful. Consequences for this may include suspension from internet use or suspension from school or both.

1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.
2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.
3. In elementary schools, access to the Internet **with school division digital devices** is provided only when students are supervised.
4. In collegiates, students may access the Internet with **school division digital devices** without supervision.
5. If students choose to **bring personal digital devices** to school (at both the elementary and secondary level) they cannot access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher's permission.
6. Students who choose to bring **personal digital devices** to school should be aware of the following:
 - In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school's administrative team. If parents/students do not agree with this condition students must not bring the digital device to school.
 - Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.
7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 – "Computer/Online Services Acceptable Use" - which can be found on the Saskatoon Public Schools' public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

What can happen to me if I break the Computer/Online rules?

1. I won't be able to use the computers.
 2. I might be disciplined.
 3. I might have to pay for what I broke.
 4. The police may be called.
8. If you do not want your son/daughter to access the Internet at school, please contact the school and request the **Internet Use Denial Form**. This form is then signed by the parent or guardian and returned to the school.

Emergencies

It is most important that we know your current phone number, address, and emergency contacts. If you are unsure of the information we have in the database, check our school's Edsby site online. If your emergency contact information changes through the course of the year, please make sure the school knows. Please make sure your child is aware of the emergency numbers for your family.

During the year, we will rehearse various emergency procedures including perimeter and general lock downs, shelter in place and fire drills. In the event of an emergency, please avoid using the street in front of the school where emergency vehicles must park.

Lost Items

Saskatoon Public School Division insurance does not cover staff or student items which are lost or stolen at school. **Please help us by labelling all items which come to school.**

We invite you to periodically check our Lost and Found. Unclaimed items are donated to the clothing depot or other city groups.

Lunch

Saskatoon Public School Division believes in neighborhood schools and holds the position that children, under normal circumstances, should eat lunch at home whenever possible. There is a \$100 annual fee for students who stay for lunch (to a maximum of \$200 per family). We believe it is advantageous for each child to have a break from the school day to go home for lunch. This is not possible, however, for all students, all of the time, because of distance, family emergencies, cold/stormy weather, or absence of working parents from the home during the day; so a supervised lunchtime is provided in the school. Use of the lunchroom is a privilege extended to those who respect the expectations set by the school.

Students who stay for lunch are expected to eat in their classrooms where they are supervised. Good manners and respect for others and the school facility are expected. After eating, students are expected to go outside to play. Students are expected to remain on the school grounds during the entire lunch period. John Lake School will not permit students to go to the Avalon Shopping Center due to liability issues. If a student does not follow lunch supervision rules, the parent/caregiver will be asked to make alternate arrangements for the child's lunch time. Students who have food allergies may need to be accommodated in an alternative lunchroom, so please inform us of any serious allergies.

A note must be sent to the classroom teacher by a parent if a student is leaving the school property for the lunch hour. This note must be signed by the parent **for a specific date**.

WE ENCOURAGE LUNCHESES TO BE NUTRITIOUS AND "PEANUT-FREE" and "NUT-FREE" TO HELP ENSURE THE SAFETY OF STUDENTS WHO HAVE ALLERGIES!

Lunch Time Student Expectations

Acceptable conduct is expected. In order to provide a safe and pleasant experience, we have the following expectations:

- ✓ Hands should be washed prior to eating.
- ✓ All lunches should be eaten in designated areas.
- ✓ Students who bring lunch to school must stay at school to eat it. They may not go to a friend's house or leave the school without written parental permission.
- ✓ Students are expected to be in their classrooms from 11:55 until dismissal at 12:15 p.m. Proper manners are expected. Each child should remain at his/her table while eating and speak in a quiet tone of voice. Each child is responsible for cleaning his/her own eating area.

- ✓ Students are expected to dress for the current weather conditions so they can go outside during the lunch hour. During extreme weather, students will be notified of alternative arrangements.
- ✓ Inappropriate behaviour will result in the loss of lunchroom privileges. This is a 3 step process: 1) verbal warning, 2) written notice, 3) loss of privilege. **Parents will be contacted and asked to make alternate lunch arrangements should the privilege be lost.**

This Week at the Lake

Each week, the school admin will provide a mini-newsletter notifying parents of upcoming school wide activities for the next week. This will be posted on Edsby and emailed to parents. General announcements will be posted on the Edsby “stream” and individual classroom information regarding specific upcoming events and schoolwork will be shared on the classroom teachers Edsby site.

Parking at John Lake

For legal and safety reasons, the **staff parking lot is never to be used to drop off or pick up** students. Accidents involving children have occurred at other schools and we do not want to see that happen at John Lake. Please observe all School Zone laws and parking signs. Parking Enforcement and City Police frequently monitor the streets around the school.

Safe and Caring Schools – Student’s right to privacy

Schools are under a positive duty to maintain a safe and educational environment and to set appropriate rules for student behaviour. While students have a right to privacy, concern for safety and maintaining order and discipline may mean that the right to a student’s privacy is decreased. The lockers and desks are property of the school and are subject to search at any time. Students also need to know that a school authority may need to search a student or his/her personal effects, and that prohibited items will be seized.

Our utmost concerns are for the safety and dignity of each student, and these principles will be maintained. A warrant is not essential in order to conduct a search of a student by a school authority, but the law and good judgment must guide these actions. Where school

authorities have reasonable grounds to believe that a school guideline has not been followed a search may be necessary.

School Community Council

John Lake School Community Council acts as an advisory body to support student learning and well-being and encourage parent and community engagement in the school. Any parent can become part of the Council or attend monthly meetings. The Council membership consists of:

Elected members: a minimum of 5 elected parent/caregiver or community members who will fill the positions of chair, vice-chair, secretary, treasurer.

Appointed members: the principal, one teacher and individuals in consultation with the other members of the council.

School Phone

Our telephone is a vital link between the home and school. Please note that it is also a business phone. We must limit students' use to only the most important matters. Students may only use the phone with permission from a staff member. Students should not ask to use the phone for social calls or to arrange a visit to a friend's home.

Supervision

The supervision of students is provided by teachers beginning fifteen minutes before classes in the morning, at recess, and during dismissal. Students who have permission to stay for lunch are supervised by adults. Please refer to our lunch guidelines. For the safety of your child(ren) we ask that students arrive no earlier than 15 minutes before school begins.

Volunteers

Our school benefits greatly from volunteers who are able to share their talents and donate their time. Volunteers enhance our programs with their many gifts and willingness to lend a helping hand.

Parents/caregivers and community members can help by listening to children read, helping in our library or in the classrooms. Our students would benefit from hearing about your experiences, your job or hobby or from seeing pictures of any far off places you have visited. We can often make curriculum connections with the information you might have to share with our students. We invite you to volunteer in whatever way you can. Please contact your child's teacher, the principal or the vice-principal if you are interested in volunteering.

All volunteers must have a Criminal Record Check done by the Saskatoon City Police. The school can provide you with the appropriate forms as well as a letter indicating that the record check is being done for volunteer purposes. There is no cost attached to having the record check done if you have the letter.

EVERBRIDGE Emergency Notification System

At Saskatoon Public Schools, the safety of our students and staff members is our first priority. As part of this commitment, it is our goal to provide you with important information promptly.

When there is an urgent situation that causes a disruption at your child's school (ex. severe weather, water main break, power outage or school lockdown), Saskatoon Public Schools will use the Everbridge emergency notification system. Through the Everbridge system, our school division can send out information simultaneously by text message to your cellphone, by email, and voicemail message to your home phone and cellphone. Through each of these methods, the person receiving the message will be asked to confirm it has been received. This helps the school keep track of who has been notified and who still needs to be reached.

Here's what the messages will look like:

TEXT MESSAGE

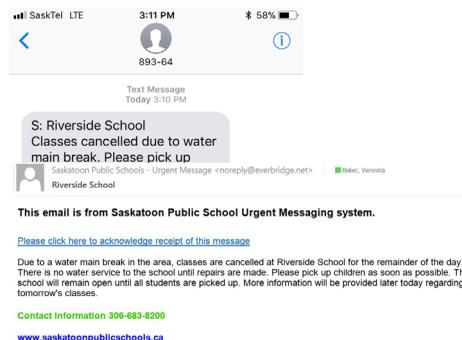
Subject line will identify the affected school.

- Message is limited to 160 characters.
- Confirmation is requested by replying.

EMAIL

Subject line will identify the affected school.

- Can provide more detail about the situation.
- Confirmation is requested by clicking a link.



VOICEMAIL

A recorded message will provide the pertinent details.

- Message begins with "This is an important message from Saskatoon Public Schools"
- Confirmation will be requested by pushing button on your phone.

**** IMPORTANT ****

For notification, we will be using the home phone number, cell number and email address provided for all parents, guardians and emergency contacts listed for each student.

Please ensure all contact information is up-to-date with the school.



Saskatoon Public Schools
Inspiring Learning