John Lake School

Welcome to the “Lake”
Student Handbook 2017 - 2018

Mr. Kendall Pierce
Principal

Ms. Theresa Dolgopol
Vice Principal (Acting)

2606 Broadway Avenue
Saskatoon, SK S7J 0Z6

Phone: 306 683-7300  Fax: 306 657-3921
Email: johnlakeschool@spsd.sk.ca
This agenda belongs to:

NAME: __________________________________________________________
GRADE: _____________    TEACHER: ___________________________________

At John Lake School we believe in creating a welcoming community of acceptance where all students feel comfortable, safe, and ready to learn.

RESPECT
  ➢ Yourself and others
  ➢ School property and the property of others

RESPONSIBILITY
  ➢ Take responsibility for your words and actions
  ➢ Be responsible for your own learning

CHALLENGE
  ➢ Yourself to do your best
  ➢ Yourself to be a positive citizen
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 8:50 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 call the school before the beginning of the day at 306-683-7300. Please note that if we have not heard from you regarding your child’s absence, we will call your home or workplace to ensure the safety and protection of our children. If you are calling outside of school hours to report an absence or late, please leave a message on our twenty-four hour answering service. Students are responsible to catch up on work missed when they are absent.

When you report an absence for your child, we ask that you also provide a specific reason. That reason will be recorded for reference purposes. Our school division has recently upgraded the Student Information System. We must now include an explanation for the absence in order to tell the difference between an absences for which an explanation has been provided by a parent/guardian and one for which no explanation is provided. Recording attendance of students is a legal requirement that we take very seriously. Messages can be left on our message manager at any time of day.

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.

Bicycles, Skateboards, Rollerblades and Scooters

We encourage students to use active transportation to and from school. For safety reasons, students are not to use these items 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).
C.A.R.E. Partners
We promote the pairing of C.A.R.E. partners between primary and senior students. C.A.R.E. stands for Courtesy, Appreciation, Respect and Enthusiasm. Big and little buddies get together for art projects, class outings, reading and special activities. The purpose of the C.A.R.E. partners program is to encourage positive interaction between students of all ages.

Class Trips
Field trips are well-planned educational experiences which capitalize on the resources our city and surrounding areas have to offer and which enrich learning opportunities. In the fall, you are asked to complete a permission form to allow your children to go on class trips within city limits. Throughout the year, you will receive written notice through classroom and school newsletters of upcoming trips. Field trips that extend beyond the city limits may require individual parent’s approval. Teachers often apply specific criteria such as completion of assignments and behaviour demonstrated on previous outings as conditions for a student to participate in out-of-school opportunities.

Most often teachers require the assistance of parent volunteers to meet our school division’s safety guidelines on these excursions. A Criminal Record Check is required for most field trips and the documents can be obtained from the school office. A Criminal Record Check is provided at no cost by Saskatoon Police Service with a letter from the school.

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
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:

- Reprimand by 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.

We have an ongoing bullying prevention program at John Lake. Bullying behaviour is defined as purposeful, repeated, and hurtful behaviour carried out by an individual or group with the intent to intimidate or cause emotional, psychological or physical harm. Throughout the year in special presentations and through instruction, we address all kinds of bullying including cyber-bullying. All acts of bullying that are reported will be treated very 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.
Expectations of Students

1. Students are encouraged to show pride and respect for our school facility. In an effort to ensure its cleanliness:
   - Sunflower seeds and similar items are not be brought onto school grounds.
   - 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.
   - Attend school regularly, arrive to school on time and be prepared to learn.
   - Hats are to be removed upon entering the school.
   - Soft drinks are not allowed in classrooms with the exception of a class party.

2. Students are encouraged to bring their own non-breakable water bottles to class.

3. 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.

4. 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.

5. Inappropriate hands-on play or aggression will not be tolerated. Verbal putdowns are part of bullying.

6. Students are expected to move quietly and purposefully throughout the school without disrupting the learning of others or impeding the movement of others.

7. Students are to use appropriate language at all times.

8. Students are to use breaks to get drinks of water and to use the washroom.

9. Students are to remain in the classroom unless given permission to leave.

10. Students are to cooperate with adults and peers; be respectful in words and actions.

11. Students are to demonstrate good work habits and complete all assignments on time.

12. **Students are to come prepared to go outside during recess.** Recess weather guidelines are:
   - -27 degrees Celsius (including wind chill) – everyone stays indoors
13. Students are to stay on the appropriate sections of the playground at recesses and are not to leave the school grounds without permission.
14. Students are to enter the school through the designated doors.
15. 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. Because we believe clothing reflects attitude, we ask that students do not wear muscle shirts, hats or bandanas, tube tops or tops with thin straps, including those that reveal midriffs. Showing underwear (bras or other underwear) or cleavage (breast or buttock) is not permitted. Reasonable length shorts and skirts (to fingertip length) are permitted. Messages on clothing that promote alcohol, drugs, violence, etc. are not acceptable. Any student wearing clothing that is deemed inappropriate will be asked to turn it inside out or go home to change into something appropriate. *Students should always be dressed appropriately for the weather conditions* and be prepared to go outside for recess breaks. Students are to remove hats upon entering the building. 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 games, cell phones/communication devices, video or music players etc. are not to be brought to school at any time without a teacher’s permission. Such devices will be confiscated by staff and parents will be asked to pick them up at the school. Students are allowed use their own laptops with the teacher’s permission for specific assignments. The school and staff bear no responsibility for care, loss or damage of any of these items. Please see Internet Usage for further information.

**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 Maplewood site online using your parent account at: https://maplewood.spsd.sk.ca/JLS/Students. 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.

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, I pads, 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 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.

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. 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 a designated lunch area where they are supervised. Good manners and respect for others and the school facility are expected. Students are not dismissed from the lunchroom prior to 12:23 p.m. At that time they 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 LUNCHES 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 designated lunch areas from 11:58 until dismissal at 12:23. 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. 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.

Newsletters
The John Lake School Newsletter is published and emailed or sent home once a month. This is our primary means of communicating with our families. Please read these newsletters carefully for important notices and change of dates or times of activities. The Newsletter will also be posted onto our school parent portal.

You can help us continue to be an environmentally friendly school by providing us with an email address that the newsletter can be sent to. Paper copies will only be sent home with families that request them.
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.

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 Assemblies
Assemblies are times for announcements, songs, special presentations and student celebrations. All parents/caregivers and community members are welcome to attend. It is a great way to participate in school activities and special events. Children love to see their loved ones at school. **Privacy:** We request that any photos taken of staff or students be done with their prior permission.
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 approximately 10 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.
## Dates to Remember in 2017-2018

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<td>Kindergarten Registration, 9:05 am – 11:58 am</td>
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<td>First Full Day of School for Elementary Students, 9:05 am</td>
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<td>6/7</td>
<td>Kindergarten Staggered Start Classes Begin</td>
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<td>Victoria Day – <strong>No School</strong></td>
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<td>22</td>
<td>Grade 8 Farewell</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Last Day of School for Students</td>
<td></td>
</tr>
<tr>
<td>28/29</td>
<td>Professional Development &amp; Planning Day - <strong>No School for Students</strong></td>
<td></td>
</tr>
</tbody>
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