
Jenner School



Student/Parent Handbook

2025 - 2026

Revised March 2026

Welcome!

Welcome to Jenner School for the 2024-2025 school year. We know that you will find an atmosphere conducive for learning, for sharing experiences, for pursuing pride in the many achievements made by our students and staff over the years.

The years spent in school go by extremely fast. You must take full advantage of the opportunities presented to you during these years. The hard work and effort you put forth will enable you to leave Jenner School with the attitudes, skills and knowledge needed to make you a successful and contributing member of society.

In addition to providing students with a solid academic program, Jenner also offers extra-curricular activities on a seasonal/instructor availability basis. These programs provide opportunities to enhance skills and attitudes and further develop qualities such as co-operation, mutual respect, self-control and sportsmanship.

School Philosophy

The school climate we envision is a celebration of excellence in learning. This vision is supported by the following beliefs:

1. Every individual has special skills and talents
2. Our school and classrooms are inclusive environments where everyone is equally welcomed to learn and participate
3. All students must take responsibility for their education
4. Parents are essential partners in the educational program
5. We all have duties and privileges within our school community

Mission Statement

The mission of the education program at Jenner School is to ensure that each student has the opportunity to develop intellectual, physical, creative and social skills appropriate to his/her age and ability in a safe environment. This will be accomplished through an open, collaborative effort using innovative means to achieve success.

School Staff and Administration

Superintendent – Reagan Weeks

Deputy/Associate Superintendent – Mark Heinricks / Boyd Craven / Lisa Lindsay

Board of Trustees Zone Representative – Lois Bedwell

Teaching Staff:

Lana Cross	Principal/4-9
Corinne Gnam	K-3
Kris Attfield	4-9

Support Staff:

Katie Ritz	Secretary/Librarian
Robyn Gilliland	Educational Assistant
Michelle Rempfer	Educational Assistant

Bus Drivers:

Michelle Rempfer	Iddesleigh/Jenner
Heather Seitz	South of Jenner
Robyn Gilliland	Buffalo/ North of the River

Hours and Office Hours

The school office will be open Monday-Friday 8:30am-3:30pm. Because scheduled supervision does not begin until 8:40 am, Bus Drivers plan routes to arrive close to this time. If a bus arrives early and a supervisor is at school, students will enter the school for the day. If a bus arrives before staff has arrived - the bus driver is responsible for waiting with the students until staff arrive.

Please note: Due to needs in supervision, our office phone may not always be answered. If there is an immediate need to contact the school, please do so directly through the teachers/principal.

Daily Schedule

Jenner School operates on an eight-period day. The bell times are as follows:

8:50-9:30	Period 1	12:25-1:05	Period 5
9:30-10:10	Period 2	1:05-1:45	Period 6
10:10-10:25	Recess	1:45-2:00	Afternoon Recess
10:25-11:05	Period 3	2:00-2:40	Period 7
11:05-11:45	Period 4	2:40-3:20	Period 8
11:45-12:25	Lunch/Lunch Recess		

Use of school facilities

1. The use of school facilities and equipment by non-profit community organizations is supported.
2. Each school has mechanical and electronic controls that limit the window of operation of the heating and ventilation units. Staff are responsible for notifying the maintenance department if the school will be in use outside of the regular school day so that the necessary adjustments can be made to ensure comfort and control operational costs.
3. Staff shall contact the Maintenance Department if use of the school is planned for Easter, Christmas or summer breaks. This will ensure that the section of the school planned for the event is not undergoing any major maintenance work.
4. The use of school facilities or equipment by the community is subject to the approval of the principal and the Division Office.
5. All pertinent Board guidelines and school rules must be followed. The use of tobacco products and the service of alcoholic beverages are strictly prohibited.
6. The cost of janitorial services or equipment repair necessitated by the use of the facility or equipment shall be borne by the user group.
7. Facility user groups must provide proof of a minimum \$2,000, 000 of blanket liability insurance coverage. Groups that do not have access to liability insurance from other sources such as municipalities or corporations may purchase coverage through the Division's insurance carrier.
8. Adult supervision must be present at all times.
9. The principal has the right to visit and inspect any program within the school.
10. Where a joint use agreement with a municipality exists or school use has traditionally been free of charge for the community, these traditions shall continue.
11. The user group shall:
 - a. Supervise the entrance door and allow only those people related to the activity enter
 - b. Ensure participants wear proper footwear, which will not harm or mark the floors
 - c. Allow participants to enter or use only those areas or items specified by the principal
 - d. Be denied further use of the facility or equipment if prompt restitution for damage is not made.

School Fees

There are no annual school fees for books etc, in the current school year; however, fees MAY be collected for additional learning opportunities such as: Options/CTF programming, field trips, tournaments, etc.

Students in Grades 4 – 9 will have a \$30/student per year fee for the consistent use of an individual Chromebook.

Calendar of Events

Yearly events are subject to change based on current policies and calendar changes. For the most part, our yearly activities fall around holiday celebrations as well as field trips and lessons. Updated calendars will be sent out monthly with the school newsletter.

Expectations of Students

We desire to encourage students to conduct themselves in the best interest of their education and respect the rights of all other students to their education. It is the responsibility of our staff to protect the rights of all students to their education.

Students are encouraged to understand the policies and regulations of the school, the school system and the Department of Education.

All students are encouraged to contribute to the best of their ability.

Normal wear and depreciation of school property is expected. All school property will last much longer, and the school will incur fewer expenses, if everyone helps look after it responsibly. However, students causing deliberate damage to school property of any type will be expected to pay full or pro-rated repair or replacement costs. This applies in particular to textbooks, desks, lockers, computer equipment, and phys. ed. equipment. Textbooks that are damaged because of lack of care by students must be replaced on a full or pro-rated basis. All of the above fees will be assigned by the office and communicated to the parents.

Jenner School Anti-Bullying Information

What is bullying exactly?

1. Imbalance of power: bullying is an imbalance of power that is exploited by the bully. A sheer number of kids banded together to bully can create this imbalance,

also. Bullying is not fighting that involves two or more kids who have a conflict or challenge.

2. Intent to Harm: the bully means to inflict emotional and/or physical pain, expects the action to hurt and takes pleasure in witnessing the hurt. Bullying is not an accident or mistake, a slip of the tongue, playful teasing or misplaced physical aggression.
3. Threat of Further Aggression: Both the bully and the bullies know that the bullying can and probably will occur again. Bullying is not a one-time event between individuals.

Bullying occurs when harm is done to another human being without feeling empathy, compassion or shame. Bullying does not include normal childhood behaviours such as sibling and peer rivalry, or one-on-one aggression- in other words, aggression that is spontaneous, striking out with no intended specific target. Such aggression is often related to physical or mental stress and must not be dismissed, but it is not bullying. Spontaneous, deliberate, striking out also may be a response by a bullied kid to an attack by a bully, but it is not bullying.

How We Deal With Bullying

Discipline:

-it is not judgmental, arbitrary, confusing or coercive

- It is restorative and invites reconciliation

a. restitution

-fixing what he/she did by repenting honestly and assuming responsibility for the deed.

b. resolution

-determining a way to keep the incident from happening again

-the offender will determine what she/he actually did, what she/he did to bring it about and what she/he can learn from it

c. reconciliation

a process of healing with the person the bully has harmed

-It involves the willingness on the part of the offended to trust, risk and rebuild a relationship. The cycle of violence must be halted, and a circle of caring must begin to be created.

Jenner School incorporates what is called “**zero tolerance for bullying**”. Many people believe that means that ANY bullying behaviour will result in immediate suspension or expulsion. This is not true and can actually result in more harm than good. What “**zero tolerance**” means is that **ANY** bullying activity will be dealt with by the staff as a team within the school in the most appropriate manner. Any proven or witnessed bullying will be dealt with in a fair and thorough manner at all times.

Consequences for bullying (**MAY be any or all of**):

- apologizing
- conference held with parents and teacher/principal
- paying for damaged belongings
- spending time in another office or classroom
- forfeiting recess or other privileges
- possible school suspension depending on severity or repeated offences
- setting up a clear contract with the bully and having him/her sign it and follow it

*Most importantly- take steps necessary to create restitution, resolution and reconciliation between the bully and the bullied.

Discipline Policy

For most disciplinary matters, the following procedure shall be employed. However, steps in the procedure **may be eliminated** for a student whose actions could, or do, result in injury to self or others or if, in the opinion of school staff, the action(s) of the student are judged to be of a serious nature.

1. Classroom teachers and supervisors will handle routine and minor disciplinary matters at their discretion
2. If a problem persists or if the problem is more than a minor matter, the teacher may remove the students from the classroom for immediate consultation with the principal
3. The student will be required to consult with the principal and/or teachers to discuss the situation
4. The principal/ teacher may document the incident and the conference on paper for reference with parents
5. A follow-up consultation may occur with parents as needed

Please Note: While all incidents are approached with seriousness, not all issues are the same and will be dealt with on a case-by-case basis, including those that are involved.

Consequences

When the student receives (over a period of time) repeated incidents, they may receive an in-school suspension if deemed necessary, as well as a behavioural plan/contract decided upon by the principal/teacher/parents.

If the problem persists beyond the above process, further consultation with parents/division specialists may be done, and an out-of-school suspension may occur.

Suspension Policy

The following forms of suspension may be used in the school at the discretion of the teachers, principal or the board:

1. Short Term Suspension

Goal: to reduce a potentially volatile situation until the teacher and student can address the situation with the administration and/or parents

This refers to one period or less given by the teacher, or one day or less given by the principal. The student may be excluded from class or classes, but will not be sent home. Parents will be notified accordingly.

2. In-school suspension

Goals:

To provide a positive alternative to out-of-school suspension

To provide a consequence for serious infractions of school policies

To provide the student the opportunity to remain current with course assignments and to have access to teachers if time permits

3. Out-of-school Suspension

Goal: to remove a student who does not appear willing to change the behaviour or attitude that caused the incident. Parents will be notified, and the student may receive a letter to take home to inform both the parents and the student of the suspension details. The student will be sent home as soon as parents can be notified or at the end of the school day.

The following conditions apply to the in-school suspension:

- Students must bring a lunch
- Washroom breaks must be taken while other classes are in session
- The student must report directly to the administration upon arriving, must get their class assignments, and must report immediately to the suspension area. No loitering or visiting with other students is permitted.

- The student must leave the school immediately after classes are out
- The student is expected to do all work that is assigned during their suspension, both by their regular teachers and administration.
- The student will not be allowed to attend or participate in any extracurricular school activities while under suspension.
- Violations of these conditions could result in an extension of the suspension or further administrative action being taken.
- After any suspension, a student shall be reinstated into his/her regular class after the following conditions are met to the satisfaction of the teacher and/or the principal.
- The total duration of the suspension has been served
- All work and assignments during the suspension have been completed
- A written apology has been made to the teacher and/or the person affected by the actions leading to the suspension.

Communication

At Jenner School, we believe that clear, respectful communication is the heartbeat of a positive school community. We strive to keep you informed while ensuring our teachers can remain focused on what they do best: supporting your child's learning.

What You Can Expect From Us

Our goal is to provide meaningful information regarding your child's safety and progress. You will receive regular updates regarding:

- Learning & Growth: Academic progress and classroom milestones.
- School Life: Events, schedules, and important announcements via our newsletter and website.
- Safety & Well-being: We will contact you on the day of any incident where a child requires a bandage, ice pack, or further medical attention.
- Significant Concerns: We will reach out regarding any behavioural or safety matters that go beyond routine classroom management.

A Note on Resiliency: Kids learn through play! Often, they navigate "dynamic" social issues or minor bumps that are a natural part of growing up. We use our professional judgment to allow students the space to develop resiliency and problem-solving skills. Because of this, we do not report every minor classroom incident or playground "hiccup."

How We Stay Connected

To ensure information reaches you efficiently, we use these established channels:

- School-Wide News: Newsletters, emails, and our school website.
- Classroom Updates: Teacher-specific apps or newsletters regarding weekly learning.
- Individual Matters: Direct contact (email or phone) between parents and the classroom teacher.

Addressing Questions or Concerns

If you have a question or a worry, we want to hear from you! To help us resolve matters effectively, please follow this "Path to Resolution":

1. Start with the Teacher: Since they spend the most time with your child, they are usually the best first point of contact.
2. Connect with Administration: If a concern remains unresolved after speaking with the teacher, our Principal or Acting Principal is here to help.
3. Professional Boundaries: We love being part of this community! However, to respect our staff's personal time, we ask that school-related concerns be directed through school channels rather than during off-campus encounters.
4. Staff will respond within 24-48 hours, which allows them to maintain personal time and time to investigate and gather information about the concern.

Our Commitment

We are committed to maintaining an open, positive door for our families. By working together and using these professional channels, we ensure a strong partnership that keeps the focus exactly where it belongs: on your child's success.

Suspension of extracurricular privileges

Goals:

- To remind a student that academic responsibilities come first
- To remind a student that extracurricular activities are privileges to be earned
- To provide an incentive for the student to earn back their privileges
- This will include the loss of any or all extracurricular privileges for a specified period of time. Details will be decided by the administration.

Jenner School Recess Policy

Students who break school rules while participating in recess, lunch or breaks will have to consult with the principal about the circumstances and behaviour. The Principal/ teacher on supervision will document the incident in consultation with the student(s) involved. For most disciplinary matters, the following procedure may be employed. However, steps in the procedure **may be eliminated** for any student whose actions could or do result in injury to self or others or if, in the opinion of school staff, the action(s) of the student are judged to be of a serious nature.

When a student receives a recess exclusion, they will have to immediately consult with the principal to discuss and document the circumstance.

The supervisor will consult with the student and principal

The principal will comment on it or deal with the issue if necessary

A copy of the documentation may be sent home to be signed by the parents or guardians of that student ,OR a phone call meeting will be set up to further discuss with parents as necessary.

Recess Exclusion Consequences

Upon documentation of 3 similar recess incidents, the student (s) will lose access to the first recess the following day.

When the student receives 5 recess incident documents, they will lose their noon recess privilege for the following noon recess

When the student receives above 5 recess document,s they will lose their recess privileges for the following day's recesses at least.

If continuation of the issue happens, parent/ principal consultation to determine if further actions are necessary.

Attendance Policy

The board believes that there is a direct correlation between the success of a student in school and their attendance. It is the responsibility of parents and students to ensure that the students attend school regularly when the school is operational. In the event of special circumstances not under the control of the parents or students, the school will deal with cases of non-attendance on an individual basis.

The school act states that a student shall attend school regularly and punctually. The following regulations will be supported by the board:

Attendance of each student will be recorded daily.

Each school will be responsible for keeping parents informed about student absences from class

When a student reaches the point where he/she has missed a large portion of the possible classes in a year or a semester, the school will send home a letter/contact the parents indicating the problem. There are many interventions that could/should take place at this point. Examples might include scheduling a meeting with the student and the parents, engaging the family liaison worker or the school counsellor. An assessment for possible learning difficulties might also be appropriate.

When a student has consistently missed a significant portion of the possible classes, he/she may be referred to an alternative program. This may include one of the following:

With students under the age of 16, referral to the attendance board

Meet with parents and the student and come to an agreement on an alternative program that is mutually acceptable. Alberta Learning does not support expelling students for poor attendance. The following could be alternatives:

Distance learning program at home

Placement in an online program on the computer at home

If an agreement cannot be reached between the school, the parent and the student about a placement, the parents and students have the right to appeal the decision to the superintendent.

General School Rules

Some general rules help us to maintain a positive school atmosphere.

Entering the school – children should leave and enter the school only at bell time unless they have permission from a teacher or supervisor. **Bus drivers will dismiss students from the bus.**

After school activities – if students are left at the school for any activity, they may not leave the school grounds for any reason unless the parent has granted permission.

Supervision – at recess, all students are asked to play outside, unless the weather is severe (below -20c with the wind chill). **Students should not arrive at school before 8:40 am.**

Student use of telephone – arrangements to stay after school or to go to a friend's house should be made from home. Individual cell phone use is not permitted in class (see further description in the Technology Use section).

Technology Use

***New Alberta Education Policy Updates - Please see Prairie Rose Email and Supporting Documents for specific changes.**

Technology provides staff, students and the community with unique and powerful ways to enhance teaching and learning. The Division supports the use of the Division's computer technology and networks for the purpose of enhancing and supporting teaching and learning.

Grade 4- 9 currently have a Chromebook assigned to them for the duration of the school year. There is a \$30/student fee to support this ratio of each student having access to a Chromebook. School networks are extremely secure and under constant safety monitoring. Chromebooks are used for a variety of instructional practices/ assigned work/home learning connections as well as for our VC classes. Students in Grade K – 3 may use additional Chromebooks/school IPADS for instructional purposes/free time on occasion.

Personal devices such as IPADS, phones etc. will be kept in the student's backpack/coat pocket. The school is not responsible for devices that go missing if they are kept in lockers. We encourage students to turn off/ silence these devices.

Students may use personal devices upon individual approval of the classroom teacher. Occasionally, students may be granted permission to utilize cell phones for assignments or projects.

Students in Grades 7-9 may use their devices on breaks/ recess, but must put them away during instruction. Failure to comply will result in the device being kept in the office for the duration of the school day.

Improper/inappropriate use of technology and devices may result in disciplinary action/ removal of device use entirely.

Contact with parents to make arrangements for pick up should be made with the teachers' knowledge.

Report Cards

Report cards will be issued 3 times throughout the year, in November, March and June.

Please do not wait until report card time to contact your child's teacher about his/her progress if you have concerns. Call the school at 403-898-3926 to arrange a meeting or to talk to the teacher concerned at any time.

Parent-Teacher Interviews:

Interviews are scheduled for the following:

November – required for all students

March – requested by teacher/parent or for students on alternate programming

If you cannot attend this date or if you have more immediate concerns, all staff are very willing to meet with you at a mutually convenient time.

Teachers are expected to call parents ahead of report card dates if students are having significant problems in class.

Lockers

Lockers will be provided for all students as well as shelves/bins within the classroom. The school cannot be responsible for articles missing from lockers. Students are responsible for keeping their lockers clean. Locks are not permitted for lockers in the hallways or change rooms. Personal devices must be kept in a coat pocket or in the student's bin under their desk, turned off or silenced.

School Library

Library Guidelines:

- Encyclopedias and reference texts must remain in the library (unless a teacher makes special arrangements for a class project)
- Lost or damaged library books are the responsibility of the student, and replacement costs will be assessed to the responsible student. Failure to pay the assessed cost may result in loss of library privileges until the account is paid.

Student Dress

General

It is the policy of Jenner School that all students dress in accordance with the school dress code. Clothing should not include profane gestures, inappropriate language or advertising of alcohol or illegal substances. Logos, pictures or words should not promote drinking, sex, drugs, profanity or any other subjects inappropriate for school. Such judgment will be the responsibility of all staff members. In such cases, the student may be asked to change at school, asked to go home to change, or the parents called to bring more appropriate clothing.

- Clothing should cover undergarments
- Halter tops or any backless tops are not encouraged
- Appropriate coverage is expected
- Hats, hoods and sunglasses are to be removed indoors unless special circumstances are warranted.

Appropriate footwear must be worn at all times. Dirty or wet footwear must be cleaned, dried, or changed before entering the main hallways of the school.

Dress for physical education class shall be in accordance with the following guidelines:

Elementary student expectations are at the discretion of the teacher.

All junior high student expectations are at the discretion of the teacher.

All students must have separate, non-marking athletic footwear for all PE and sports activities.

Lost and Found

Please label all your child's outerwear, including rubber boots, shoes, sweaters, coats, hats, mitts, etc. A lost and found box will be displayed in the front entry, and contents will be put out whenever parents are expected in the school. After a length of time, all unclaimed lost and found articles will be given away.

School-Based Athletic and Extracurricular Eligibility Requirements

Eligibility and participation requirements:

Participation in extracurricular or athletic activities contributes to a student's development and adds to the enjoyment of their program. However, it is understood that academics are also a priority. If a student experiences difficulty completing homework and other classroom assignments because of extracurricular involvement or any other reason, the student will be removed from the activity until a change of priorities occurs. Each student who participates in any school sports or activities must meet the following requirements:

Have a participation waiver signed by a parent or guardian – if required by the coach/lead.

Be a respectable representative of the school

Dress appropriately for games as designated by the school and/or coaches

Attend all games or functions in the transportation that the school has approved

A student absent due to sickness the day before a day-long school or extracurricular activity will not participate in the activity.

Sports and Academics

Cooperation between coaches and teachers is necessary for both the academic and sports programs to be successful. If at all possible, teachers are encouraged to:

Do not assign heavy workloads on league or provincial game nights

Do not schedule significant unit or chapter exams on days following league or provincial game nights.

It must be recognized by both coaches and players that course scheduling does not always permit this.

To accommodate this, coaches need to communicate game schedules to the school as soon as possible.

In supporting the success of the academic program, the following guidelines are in place:

Coaches should not penalize players absent from practice because of academic obligations

Student Behaviour During School Sanctioned Extra-Curricular Activities:

Representing our school as part of a team is both a privilege and a responsibility. Improper behaviour by a small number of students can have the effect of making our school unwelcome at future events at another school or facility. This is unfair for the rest of the team and the school.

We at Jenner School expect our students to be on their best behaviour whenever they represent our school at any event during or after school hours. (This includes any events or games which may occur on weekends.)

Misbehaviour while representing our school at any event will be discussed by the coach/supervisor and/or by the Jenner School principal. If misbehaviour continues, there may be lost privileges of attending the next event, or they may be taken off the team altogether.

Field Trips

Students are under the direction of the school and the supervisors, and the teachers while on a field trip. The standard of conduct on such an excursion is expected to be within school policy.

Permission slips for field trips must be received by the school before any student will be allowed to travel with the class or group.

Parents will be notified of all field trips which take the students off the school grounds prior to the occurrence of the trip. This notification will indicate the purpose, destination, any costs, or other requirements involved. Parents will be asked to sign and return a permission slip before the field trip date. In the event of some unforeseen circumstance, verbal permission may be requested by telephone.

Students who are unable to go on certain field trips will be accommodated in other regular classes or in the event that all staff are away due to supervision needs, Parents will be notified and can make arrangements prior to the field trip date.

Supervisor Guidelines for field/sports trips

Students must return with their school group unless:

- parents have made other prior arrangements orally or in writing, to the teacher-supervisor or the principal (PRSD Policy)

When students are staying overnight, only supervisors or students on the trip are permitted in student rooms. Visitors are not permitted in student rooms.

There is **zero tolerance** regarding the use of alcohol.

Teachers and supervisors/parents are responsible for students 24 hours a day.

A list of:

- Students
- Name and phone number of the hotel
- Cell phone number

Must be left in the office prior to departure.

- Field/sports trip application and transportation requisition forms must be completed in advance for principal approval.
- Extra-curricular Transportation

Procedures:

- Parents/legal guardians are required to sign the consent form and submit it to the school at the beginning of the year.
- Schools will ensure that all volunteer drivers are aware of the policy. Volunteer drivers will sign the extracurricular transportation volunteer driver form attesting to their acceptance of and compliance with these conditions.

- All volunteers agree to refrain from the use of alcohol, banned substances, and tobacco products. Smoking is not permitted in private vehicles that are used for student transportation.
- Volunteer drivers will be held liable if they are shown to be negligent.
- Volunteers must notify their insurance companies that they will be acting as volunteer drivers
- Drivers are required to provide proof of liability insurance coverage to the school's principal at least two days prior to the driver's departure on school-sponsored travel.
- Drivers are required to provide proof of a valid operator's license as well as a satisfactory driver's abstract
- Parents may only transport students, other than their own, if they have been designated by the principal as the school-approved transportation or if parents have requested this ahead of time.
- If a special trip is to be taken, where the risk may be higher than normal, an additional consent form should be sent out advising the parents of the nature of the trip.

Agenda Books

Every student from Grade K-9 **MAY** be provided with a book OR a Communication folder to use to keep track of daily reminders/homework, etc. All staff members will be monitoring these books, and it is the student's responsibility to make sure that these are at school each day. Parents are invited to use this book as a communication tool with your child's teacher. The use of agenda books will be decided on a year-to-year basis.

Daily messages can also be sent via text IF the classroom teacher uses this method of communication.

Lunch

Students should eat in the designated classroom areas. Eating is not permitted in the halls. The lunch areas must be left in a neat and clean fashion after the lunch period.

Microwaves are provided for student use in various areas in the school. These microwaves are provided by the parent council. With this privilege comes the responsibility for the students to ensure that the microwaves are clean at all times. Homeroom teachers are asked to encourage students to keep the microwaves clean.

After lunch, all students must go either outside (weather permitting) or to a supervised activity/area (intramurals).

Please keep an eye on your child's lunch. While we do not mind the odd sweet treat or pop, we appreciate you checking things over to ensure healthy snacks and drinks are included. **Please ensure your child has a refillable water bottle every day.**

Recess

All students have recess outside, weather permitting. Any student who is unable to go outside must bring a signed note from his/her parents, or their parents must contact the teacher. During inclement weather (-20 with the wind chill or colder or severe/unfavourable weather), students will stay indoors in designated, supervised areas.

Medication

The school staff is highly restricted in dispensing medication of any type under their own discretion. Parents must contact both the teacher and principal if medication is to be administered and under what circumstances. As in the PRSD Policy A206 – parents must assume the responsibility of informing the school principal, so medication can be secured. The parents must also assume responsibility in informing the principal if changes to their child's health have occurred. The principal retains the discretion to reject requests for administering medication. If a student is instructed by their parent to do so, a student may self-administer under supervision.

Assemblies

Assemblies are held as required, usually once monthly. They provide an opportunity to bring all staff and students together to ask questions, share information, and to recognize achievements. In addition, assemblies help us to further build upon the family atmosphere which characterizes Jenner School.

Parents Needed and Welcome

There are several ways that you may become an integral part of your son or daughter's education, growth and experience. We strongly encourage you to feel welcome at any time in our school. Listed below are a few of the ways that you may become involved. If you think of others, please let us know.

Jenner School Parent Council

Our school council is an integral part of the operation of Jenner School. They serve as

an information center for various activities, have sponsored and organized various activities, and have played an important role in fundraising to meet many school needs.

Extra-curricular activities

Students may be offered various extra-curricular activities. Staff and interested adults may volunteer to coach these. Call the school if you would like to help.

Parent volunteers in the classroom or with classroom projects, or class field trips. A schedule may be sent home if volunteers are needed.

Resource people to share a skill, a talent, a trip, an adventure, an experience, knowledge, etc. Assistance with programs and activities, and Jr. High Options classes.

Illness or Injury During School Hours

If a student is not feeling well during school hours, the school secretary or a teacher will notify the parents and make arrangements for the parents to have the student picked up. Students and staff with symptoms should not be attending school in person. Arrangements can be made for those staying home if needed.

Our division and school have consistent illness policies. This means, if your child/you are ill, please keep them/stay home. This school is small, and illness spreads very quickly, which greatly impacts instruction and staffing. If children/staff become ill or feel unwell at school, we will be contacting you to pick them up or arranging for them to be in an area in the school where they can wait to be picked up. Staff will go home as soon as possible if they are ill. **Any form of the following illness at home (vomiting, diarrhea, fever, rash, severe cough etc) children/staff should NOT return to school for at least 48 hours after it has cleared completely. Sometimes, 72 is warranted if symptoms have been lingering/severe.**

In the case of a minor injury, such as cuts or scrapes, a member of the staff will administer first aid. In some cases, a parent will be contacted – just so that they are aware of the problem and can follow up with treatment at home. All major injuries - including head injuries - will be reported immediately to parents.

At all times, the health and welfare of the student will be of paramount importance.

All injuries should be reported immediately to the teacher in charge of the office.

Fire and Safety Drills

Each student should become familiar with the fire exit routes posted on or near the doorway of each classroom. Fire and other safety drills will be held regularly and according to current Hour Zero protocols. Students should assemble away from the

building at a safe distance and participate in the attendance being taken by their teacher.

Closing of School

The School Division/principal is authorized to close the school for various reasons of emergency: blizzards/inclement weather, power failure, water supply problems, extreme cold, etc.

Prairie Rose will contact families as early as possible for any closures.

Parking

Parents who must pick up their children at 3:20pm are asked to park in the designated parking spots or in the lane in front of the garage. Children should be cautioned not to race out between the buses, but rather to cross behind the last bus.

UNLESS A DRIVER SIGNALS OTHERWISE, VEHICLES MAY NOT PASS EITHER SIDE OF A BUS WHICH IS LOADING OR UNLOADING.

If you stop in the school driveway and must leave the vehicle for any length of time, please do NOT leave it running. Someone may put the vehicle into gear and cause damage.

Visitors

If needed, visitors should book an appointment to meet with a staff member. We welcome people into our school at any time, but we want to know when they are in the school. Please give notice where possible/contact someone prior to arriving. Please check with the principal or the secretary when you arrive at the school.

Parent/Guardian Early Pick Up

In order to abide by Prairie Rose pick-up policy, it is requested that parents phone/text if there is someone who is authorized to pick up students at times other than the end of day times. When students are picked up outside of school dismissal times, please report to the office and the secretary will inform the classroom teacher that a student needs to report to the office for pick-up. Please wait in the foyer for your student(s) to exit the building with you.

Searches – Policy A203

**Policy may change with new updated version

- The principal is responsible for maintaining an environment that is safe and conducive for learning.
- The principal stands in place of a parent and therefore can access the entire school facility.
- If there are reasonable grounds, a student may be directed to empty pockets, purse, knapsack, etc. but school personnel may not conduct a physical search of a student
- School personnel may conduct a general inspection of lockers to determine cleanliness or state of repair without the student being present and without prior notice provided that the students are aware that school rules allow for such inspection.
- The principal may conduct a locker search when there are reasonable grounds to believe that school rules have been violated. When such a search is conducted, the student and another adult witness must be present.
- The principal may conscript the RCMP police service dog to assist in keeping the facility drug free.
- Students have no reasonable expectation of privacy with respect to Police dog locker searches for illicit drugs.
- Any evidence gathered as a result of search could be used either by the school administration for discipline or by the RCMP for criminal charges.
- This policy must be delivered verbally to the general student body at assemblies, posted and maintained in home rooms, distributed to parents and signed by all students, indicating that they have been informed about the policy.

Transportation Policy

If a student is to take another bus, permission from the parent must be communicated to the principal and bus driver and must be approved by the driver and principal prior to the student boarding the bus.

Bus behaviour expectations are consistent with those in school. Bus drivers will communicate behaviour issues to the school and/or parents.

In the event of a child getting sick on the bus on the way to school, the child will be brought to school, and parents will be contacted for pick up.

This handbook includes only some of the information for the regular operations of Jenner School.

Thank you for your diligence and cooperation in maintaining and supporting a positive and learning centered environment for our students. We look forward to the year ahead!!

As mentioned, please feel free at any time to contact the principal for further information regarding operations and expectations.