

**JUNIPER SCHOOL  
2015/2016**

**STUDENT/Parent HANDBOOK**



**The Mission of Juniper School Community is to enhance student learning potential by providing a diversity of quality experiences in a welcoming, structured and caring environment.**

**Juniper Elementary School Student Handbook**

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## Welcome to Juniper School

Dear Parents/Guardians, Students and Juniper Community,

Welcome back to the 2015-16 school year. I hope you all enjoyed your summer break and are ready for a new and exciting school year. I want to wish you every success possible. Through your dedication to our school and our students, our hopes, dreams and aspirations are realized. Through cooperation, and a sense of teamwork we will create "success for all"!

I want to encourage parents and students to take advantage of the various opportunities offered throughout the year and to stay involved in the school community. We continue to encourage individual growth both socially and academically.

I want to wish everyone a great year and I look forward to continuing to serve you as Principal of Juniper School. I wish all Juniper School staff and students an extraordinary 2015-2016 school year.

Best wishes,

*Mrs. Lucy Mayor*

Principal

### JUNIPER STAFF 2015-2016

**PRINCIPAL**  
**VICE PRINCIPAL**  
**SECRETARY**

**K**

**1**  
**1/2**

**2**

**3**

**4**

**5**

**5/6**

**6**

**7**

**7/8**

**8**

**Music**

**Library**

**Phys. Ed (1 – 8)**

**Cree (7-8)**

**Resource K-3**

**Resource 4-6**

**Resource 7-8**

**Resource (L3)**

**Resource (L3)**

**Counselor**

**Early Literacy Intervention**

**Behaviour Support Teacher**

**Library Clerk**

**Ed. Assistants**

Mrs. L. Mayor

Mr. D. Mader

Ms. K. Fragomeni

Mrs. A. Ferguson/Mrs. A. Foley

Mrs. L. MacMillan

Ms. L. Gillis

Ms. J. Flett

Ms. J. Cuthill

Mrs. K. Taite

Mrs. J. Gallant/ Mr. K. Griffin

Ms. A. Muirhead

Ms. S. Horning

Ms. U. Ellis

Ms. S. Porth

Mrs. T. McNish

Ms. J. Perrin

Mrs. C. Hykawy

Mr. B. Williams

Mrs. J. Gallant

Mrs. S. Acharya Srinivasa

Mrs. E. Dale

Mrs. A. McLellan

Mrs. M. Gibb

Ms. S. Trueman

Mrs. S. Alexander

Mrs. T. Ricketts

Mrs. P. Pegus

Mrs. G. Beck

Mrs. Saskowski, Mrs. Boudreau, Ms. Danyluk, Mrs. Fudge, Ms.

Laubmann, Mrs. Roberts, Mrs. Runions, Mrs. Cox, Mrs. Belmore, Mrs.

Preston, Mrs. Nundu, Mrs. Monteith

## Guidelines and Procedures

### Acceptable Use Contract

Students and parents/guardians are required to have a signed “Acceptable Use Contract” on file or sign one upon registration. The contract is sent home and collected by homeroom teachers in September if missing. The contract is reviewed yearly and is to ensure that students are using technology within the school appropriately. If students are found to be abusing technology in the school, their privileges will be revoked.

### Agendas

Students in grades 1/2 G- Grade 8 are required to purchase student agendas from their homeroom teachers for use during the school year. The agendas contain the Student Handbook, and are used to keep students organized and used as a means to communicate information to and from home. Please read/use daily.

### Attendance Records

All attendance will be kept on computer by teachers and also on a paper copy that gets verified at the office. Synervoice will send a message to the homes of students who are absent. If you know your child will **not** be in school on a particular day please call the school to let us know at **677-6242**. You may also leave a message at any time. **\*\*Late students must first report to the office to inform the secretary of their arrival and pick up a late slip to ensure accurate attendance records.**

### Awards Assemblies

Juniper School has monthly assemblies to celebrate attendance, academic performance, virtue awards, and other student successes. Assembly dates and times are published in the monthly newsletter and posted on our website. Teachers will contact the parents of award recipients prior to the assembly.

### Bicycles

Those who ride their bikes to school need to wear a helmet and should lock them to one of our two bike racks. Bicycles will not be kept in the lobby. Students should ride on the road and must obey all traffic laws. The school will not be responsible for bicycles.

### Child Abuse

All employees are obligated by law to report a disclosure and/or suspected cases of child abuse to the proper authorities.

### Concerns

From time to time concerns arise. It is important that the teacher is contacted first to discuss the matter. If this does not provide a satisfactory resolution, the parties should meet with administration in an attempt to resolve the issue. This protocol is in accordance with District Guidelines for resolving complaints.

### Counseling Program

Mrs. Sherri Alexander, our counselor, works with students, parents, staff and community agencies. Feel free to contact her at 677-6248 if you wish to discuss counseling services for your child.

### Daily Schedule

#### **PRIMARY (K-6)**

|                       |   |
|-----------------------|---|
| 8:50 a.m.             | First bell rings - students enter building          |
| 9:00 a.m.             | Second bell rings - opening exercises/announcements |
| 10:20 a.m. -10:35a.m. | Recess  |
| 12:00 p.m.            | Noon dismissal-lunch time                           |
| 12:55 p.m.            | First bell rings - students enter building          |
| 1:00 p.m.             | Second bell rings-students should be in classrooms  |
| 2:30 p.m. - 2:45p.m.  | Recess  |
| 3:30 p.m.             | Dismissal for the day                               |

**JUNIOR HIGH (Grades 7&8)**

|            |   |
|------------|---|
| 8:50 a.m.  | First bell rings – students enter designated JH doors |
| 9:00 a.m.  | Second bell rings – opening exercises/First period    |
| 9:45 a.m.  | Second Period   |
| 10:30 a.m. | Third Period  |
| 11:15 a.m. | Fourth Period   |
| 12:00 p.m. | Lunch Hour  |
| 12:55 p.m. | First bell rings – students enter designated JH doors |
| 1:00 p.m.  | Second bell rings – Fifth Period                      |
| 1:45 p.m.  | Sixth Period  |
| 2:30 p.m.  | Seventh Period  |
| 3:30 p.m.  | Dismissal for the day                                 |

Please plan your child’s departure from home so that he/she arrives on the playground close to 8:50 a.m. and 12:55 p.m. Students are required to wait outside unless weather advisory concerns and there is no playground supervision prior to these times.

**Detentions**

Students may be given detentions before or after school. Students may be kept in until 4:00 p.m. Home contact will be made if a child is being kept in after that time. If a student or parent requests that home contact be made when their child is being kept after school, this will be accommodated.

**Discipline/Rules/General Procedures**

Juniper School’s expectations for student behaviour are outlined in school matrixes displayed throughout the school. They can also be viewed on the school’s website. It is important that all students, parents and staff members be familiar with these expectations. The discipline practices and guidelines of Juniper School take into account policies and the Student Threat Assessment and Fair Notice and Process protocol set forth by the School District of Mystery Lake.

**Door Security**

Only the lobby doors will be unlocked before the morning bell and at lunch to allow people who have legitimate business into the school. Only kindergarten students will be allowed in the lobby before the bell rings. All other students are expected to remain outside until the bell rings unless extreme cold days. During the school day, a lobby door will remain unlocked, while all other entrance ways will be locked to the general public. Students are to enter and exit through their designated doors. Late students must enter through main lobby doors.

**Dress Code**

Students and staff are expected to dress in attire appropriate for a school environment. Hemlines of skirts and shorts should reach the mid-thigh. Undergarments need to be completely covered. T-shirts with inappropriate or offensive language are to be left at home. Individuals not appropriately dressed will be asked to cover up, change into gym clothes, or will be sent home to change.

**Early Dismissal/Sending Students Home**

If students are required to leave school early, permission from a parent or guardian is required. If your child has to leave early on a particular day, please phone the school or send a note to the teacher. Students must never leave the school grounds without first notifying the office as student safety is always a priority.

**Emergencies**

Throughout the school year, fire drills and lock down exercises will be practiced by staff and students. There is an alternate evacuation plan for severe weather where the students will go to St. Joseph’s Hall until it is safe to return to the school. Students are required to always wear indoor shoes in case of such emergencies.

**Field Trips: In-Town Trips**

Parents will be informed by specific letters when students will be participating in an in-town excursion. All parents/guardians are required to provide a signed permission form that allows their children to participate on field trips off school property, including visits to other schools within the division. Students who do not have signed forms will not be allowed to participate on such field trips.

### **Out-of-Town Trips**

Parents will be notified of out-of-town trips by letter. A signed parental permission slip must be returned to the school before a student will be allowed to attend a field trip. Field trips are part of the curriculum and students are expected to participate.

### **Hats**

Juniper students are expected to remove their hats and/or hoods upon entering their classroom and they are not to be worn while in school for the day.

### **Library**

The library is staffed with a teacher librarian in the morning and a library clerk in the afternoon. There is a computerized sign-out system for signing out material. There are also several computers available for research purposes in the study area.

### **Lost and Found**

Please encourage your child to make use of the lost and found. Small items such as money, jewelry, keys and glasses are kept in the main office.

### **Lunch Program**

Juniper Parent Advisory Council operates a lunch program. Please contact the council chairperson for information and registry. You can call the office at 204-677-6242 for the contact information.

### **Newsletters/Calendar**

Newsletters are published once a month. These letters provide important information on upcoming events. Information about school life at Juniper is also included. The newsletters are sent home on the last day of the month **with the youngest student of each family** and are also published on the website. It can be emailed to you upon request.

### **Nut Aware**

Juniper is a "Nut Aware" school. We have several students and staff who are allergic to nuts and nut products. We ask parents to send lunches and snacks with students that do not contain nuts or nut products.

### **Nutrition Policy**

Juniper School, the home and the community have a responsibility to encourage healthy eating and lifestyles while students are learning and developing. Juniper School believes that nutritional foods are essential for growth. Juniper School will educate students on making healthy choices and to understand that foods that lack nutritional value should be consumed in moderation. Most foods served at and sold at Juniper School will follow the Guidelines for foods in the Manitoba School Nutrition Handbook.

### **Parent Advisory Council**

Juniper School has an active Parent Advisory Council which meets monthly. All interested parents are encouraged to get involved. Please contact the office at 204-677-6242 for more information.

### **Parent/Teacher Communication**

Parents are encouraged to communicate regularly with their child(ren)'s teachers. Teachers are available through a variety of methods, including by letter, telephone, e-mail, and personal appointment. Many of our teachers make use of Teacher Connect. Those teachers using Teacher Connect will inform parents of how to access these services. Other useful sources of information are the School District of Mystery Lake website (<http://www.mysterynet.mb.ca/>) and the Juniper School website (<http://jps.mysterynet.mb.ca/>)

### **The Virtues Project**

Juniper School is a Virtues School. Our Virtues Project committee plans school wide activities around a monthly virtue.

### **Parent Volunteers**

Parents who volunteer in our school must go through a screening process. This involves filling out an application, completing a criminal records check, and completing a child abuse registry check form. These forms can be obtained through the school board office. This is in accordance with the SDML policy.

### **Picture Consent Form**

Parents/Guardians are required to sign a form giving the school permission to use student's pictures and to display student work within the school, on the web site, and in the community. On the web site, individual student names **are not** published. This consent form is done upon registration and remains on file.

### **Playground Supervision**

Students are supervised during recess at 10:20am and 2:30pm. Be aware that there is no playground supervision provided prior to 8:50 am, during the lunch hour from 12:00-12:55pm, or after 3:30pm.

### **Public Health**

Juniper School has a Public Health nurse assigned yearly from RHA. The nurse is available to help deliver curriculum as well as provide in-school immunization. The nurse has a mailbox in the office for messages.

### **Reporting Periods**

We have five reporting periods to parents and guardians: two student-led conferences and three provincial report card periods. Report cards are sent out 3 times a year: once in December, again in March and at the end of June. Student-led conferences will occur in November and April. Reminders will be published in the newsletter. Parents and guardians are encouraged to communicate with their children's teachers throughout the year on an informal basis such as through the agenda, or telephone.

### **Student-Led Conferences**

Parents/Guardians attend student-led conferences with their students. This is an opportunity for students to share their successes and achievements. The first set of conferences will occur in November for the purposes of setting student goals for the year. The second set of conferences will occur in April, when students will share their portfolios with parents and guardians. Specific dates for the conferences will be announced in the monthly newsletter. Students are required to attend these conferences.

### **Recycling/Composting**

Juniper has a recycling and composting program in the school. Students are strongly encouraged to support these programs by using the blue and green recycling bins located throughout the school.

### **Smoking**

The School District of Mystery Lake has declared itself smoke free. Smoking is not allowed on school property, including the grounds and parking lot. Students smoking on school grounds will be suspended from school for 1-5 days.

### **Snack Program**

Juniper School hopes to continue to provide all students with a healthy morning snack on Mondays, Wednesdays, and Fridays. This is supported through parent council, grants and fundraising. Any parents wishing to help or support this program are encouraged to contact the office.

### **Synervoice**

Synervoice is an automated phone system that allows the school to send mass messages to parents and guardians. Synervoice is used to inform parents and guardians of a student's absence. If your child is absent or arrives to school after 9:30am or 1:30pm, Synervoice will automatically send a message to the student's home. We also use Synervoice to send weekly or biweekly announcements. Synervoice will continue to call a student's home until somebody answers the call and confirms they have heard the message.

### **Technology**

Juniper School has two classrooms with netbooks, 2 mobile iPad carts, iPad minis as well as a stationary computer lab with a Smart Board. There are classrooms equipped with Mimios, LCD projectors, and ladybugs. In accordance with Manitoba Education's policies regarding Literacy with ICT, teachers will

incorporate technology within curricular areas. Students also may access computers in individual classrooms and the library. Before any student may use a computer/technology in the school, the student and their parent or guardian must sign an ``Acceptable Use`` Contract, which will be stored in cum files after signing. We also have 12 cameras to support further technology use.

Students abusing their computer privileges will have their access revoked. This includes accessing improper websites, ignoring teacher instructions, or physically abusing equipment.

**Timetable/Time Allotment**

Timetables are created for all students. Time allotments for different subjects will adhere to Department of Education Guidelines.

**Visitors**

All visitors must report to the office and sign in. The school reserves the right to ask visitors to identify themselves. Visitors are not allowed in the hallways or classrooms without authorization from the office.

**Staff Parking Lot**

The school parking lot is for staff, visitors, special needs students and district bus only. Others will drop off their child(ren) on the street where the parking lot starts or use other entrances. Please remind your child(ren) to use the walk path on either side of the parking lot and not walk through the parking lot as it is dangerous. Other drop off points include: Cypress Cres., Poplar St., and Hemlock Cres. We encourage our school community to use these drop off points to minimize traffic congestion in the parking lot and to help keep our students safe.

**Web Site**

Juniper School maintains a website that is frequently updated throughout the school year. Our website includes monthly newsletters, pictures of school events and other relevant information. Log on at <http://jps.mysterynet.mb.ca/> and check us out.

**2015-2016 Important Dates:**

|   |  |
|---|--|
| <p><b><u>September</u></b><br/> September 7: Labour Day<br/> September 8: Teachers return to school<br/> September 9 : Students return to school<br/> September 21: Strong Beginnings Assessment<br/> September 24: Division Wide PD-no school</p> <p><b><u>October</u></b><br/> October 1: Strong Beginnings Assessment<br/> October 19: School Planning day-no school AM<br/> October 12: Thanksgiving-no school<br/> October 22, 23: SAGE-no school</p> <p><b><u>November</u></b><br/> November 5: Picture Day<br/> November 11: Remembrance Day-no school<br/> November 18: Student Led Conferences<br/> November 30: Report Card Writing-no school AM</p> <p><b><u>December</u></b><br/> December 18: Report Cards go home<br/> December 18: Dismissal at 2:30 pm<br/> December 21-January 1: Winter Break</p> | <p><b><u>January</u></b><br/> January 4: School Resumes</p> <p><b><u>February</u></b><br/> February 10: Division Wide PD-no school<br/> February 15: Louis Riel Day-no school<br/> February 16-19: Artist in the School</p> <p><b><u>March</u></b><br/> March 7: Report Card writing-no school AM<br/> March 24: Term 2 Report Cards go home<br/> March 25: Good Friday, No School<br/> March 28-April 1: Spring Break</p> <p><b><u>April</u></b><br/> April 4: School resumes<br/> April 13: Student Led Conferences</p> <p><b><u>May</u></b><br/> May 13: Division Wide PD-no school<br/> May 23: Victoria Day-no school</p> <p><b><u>June</u></b><br/> June 13: School Planning Day, no school AM only<br/> June 30: Report cards go home, 2:30 dismissal</p> |
|---|--|