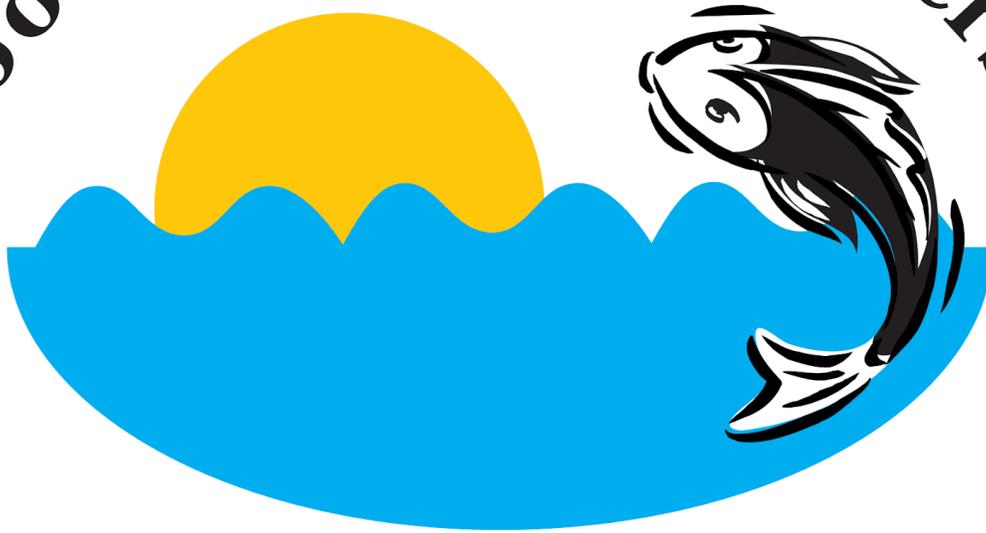


Joussard School

2020-2021

Joussard School Lakers



Please review this handbook to find important information regarding our school procedures and policies. Best wishes for a safe, positive, productive and successful school year!

Phone: 780-776-3753 Facebook: Joussard School

School Address: 12 Lakeview Dr, Joussard, AB T0G 1J0

School Website: www.jou.hpsd.ca H.P.S.D. Divisional Website: www.hpsd.ca

Principal's Message

Joussard School is a warm and respectful place to become a confident learner. We set high expectations for our students and we believe in our students' ability to meet these expectations. Joussard School is small, but is bursting with potential and opportunities. We usually have between 100 – 125 students – some are from Joussard and surrounding area, some from the Sucker Creek First Nation and some from the Driftpile First Nation. All of our students are wonderful and their families are consistently supportive.

Hopefully this handbook will prove helpful to you. Topics included are areas that are usually encountered throughout the year. Additionally, due to the guidelines put in place by AHS in response to the current COVID-19 pandemic, we have included a breakdown of safety protocols, and procedures that we have put in place at our school in order to best protect the health and safety of our students and staff.

Please feel free to contact the principal if you have any concerns at all. It is so important that parents and caregivers are involved in their child's education. At Joussard School, we believe in forming a partnership with parents and caregivers to promote the highest level of learning for our students. Please feel free to contact the school at any time should you have any concerns or questions.

Sincerely,

(Updated – 2020)

Administration:

- **Principal** – Mr. Spencer Smith

Teachers:

- **Kindergarten** – Mrs. Shoba Jacob
- **Grade One/Two combined** – Ms. Jenna Trimming
- **Grade Three/Four combined** – Mrs. Hilary Zahacy
- **Grade Five** – Ms. Julia Sander
- **Grade Six** – Mr. Nathan Smith
- **Learning Support Teacher** – Ms. Meghan Adams

*Please feel free to contact your child's teacher if you have any concerns. If the teacher is busy in the classroom, we will give him/her a message to call you back. With parental concerns, we follow the protocol of contacting the teacher first, then administration and finally, Central Office.

Support Staff:

- **Office Secretary** – Mrs. Lorraine Adams
- **Cree Culture/Educational Assistant** – Mrs. Doris Willier
- **Library Tech/Speech-Language** – Mrs. Kathy Routh
- **Indigenous Success Coach** - Mr. Jamie Chalifoux
- **Educational Assistant** – Mrs. Racheal Brassard
- **Educational Assistant** – Ms. Danielle Willier
- **Educational Assistant** – Mrs. Connie Cunningham
- **Educational Assistant** – Ms. Tanya Dineen
- **Educational Assistant** – Ms. Ainsley Wilson
- **Educational Assistant** – Ms. Alexandra Keshen

- **Custodian** - Marvin Okimow
- **Daytime Cleaning Technician** -

Supporting Services:

While Joussard School is a small school, we have an array of supporting services in place to help our students succeed.

1. Through support from the School Division, we have a Counselling Consultant who is scheduled to come into our school. The counsellor is available to provide support in a

number of areas such as: – friendship skills; personal care; building self esteem; appropriate behavior...

2. We have an Indigenous Success Coach who is helping us build our foundational knowledge in First Nations culture, heritage, music, treaties, etc. We are incorporating this knowledge into our curriculum. This coach also helps our students to understand and appreciate the richness of their heritage and to know, and be proud of who they are.
3. We have support for our students through our student services team, which includes Occupational Therapy, Speech-Language Pathology, Counselling, and Psychology.
4. Our students are provided with a breakfast snack and lunch.
5. Our students have support through our Learning Support Teacher. She provides help for any students who are struggling with learning. She also makes sure that students with special needs can be included in the regular classroom.
6. Our school provides spaces and access to students for band supported counselling services.
7. Lorraine Shelp is a very positive support for our school as our trustee.
8. Northern Association for Fetal Alcohol Spectrum Disorder – has provided assessment services and is available to help support children and families in need.

*Should you wish to access any services for your child, please contact his/her teacher.

School Hours of Operation

8:35: First bell rings – students enter school

8:37: Second bell rings – students are in classes

8:40: Third bell rings – Protected learning begins

10:15 – 10:30: Recess for Kindergarten – Gr. 3 students.

10:35 – 10:50: Recess for Gr. 4 – 6 students

10:30/10:50 – 12:00: Protected learning

12:00 – 12:20: Lunch eating for Kindergarten – Gr. 3 Recess for Gr. 4 – 6

12:20 – 12:43: Lunch eating for Gr. 4 – 6 Recess for Kindergarten – Gr. 3

12:43: Bell rings

12:45 – 3:18: Protected learning

3:18: Dismissal

*School supervision begins at 8:35 each morning. Please do not drop your children off earlier than this time.

Staggered Re-entry Plan

High Prairie School Division will be re-opening according to a staggered schedule for the first week of classes in order to prioritize student and staff safety. Approximately $\frac{1}{3}$ of the student population will be in the building at a time during this first week (Two classes per day). The purpose behind this is to allow students to be safely introduced to proper safety procedures, such as proper hand washing, social distancing, mask wearing guidelines, etc. All staff will be on hand to assist students with these new procedures during this time. Please see the schedule below to see which days your child will be attending during the first week of school.

Monday, August 31st	Tuesday, September 1st	Wednesday, September 2nd	Thursday, September 3rd	Friday, September 4th
Grd $\frac{1}{2}$ Whole Class	Grd $\frac{3}{4}$ Whole Class	Grd $\frac{3}{4}$ Whole Class	Grd $\frac{1}{2}$ Whole Class	Grd 5 Whole Class
Grd 6 Whole Class	Grd 5 Whole Class	Kindergarten Whole Class	Kindergarten Whole Class	Grd 6 Whole Class

Preamble:

This handbook has been developed to accommodate the re-entry of schools with Scenario 1: In-School Classes Resume (near normal with health measures) and to communicate our procedures and expectations of Jousard School to all students and families. Details within this document are subject to change based upon new information and direction from the Chief Medical Officer of Health, Alberta Education, and High Prairie School Division. It is developed using the most recent available information related to the COVID-19 pandemic.

For most up to date information, please refer to the High Prairie School Division Website (www.hpsd.ca) and follow the guidelines within HPSD 2020-21 School Re-Entry Handbook. Other resources can be found on the Alberta Health Services and Alberta Education Websites. This School Handbook acts as a compliment to the guidelines and procedures/policies that have been distributed by the Alberta Government and High Prairie School Division.

At Jousard School, the wellness and the wellbeing of students, staff and school community are a priority in the relaunch. Collectively we are all responsible for fostering a safe, caring, and welcoming environment at Jousard School. We are in this together and as LAKERS, we will succeed!

SCHOOL POLICIES AND PROCEDURES

Attendance

It is so very important that your child comes to school every day. Our students have so much ability and potential in learning and can go far in life. They need a great education and they can get that here, but they need to be at school every single day. We cannot emphasize this enough – it is just so important for our children’s success.

Of course, we understand that children do get sick or have appointments. If your child needs to miss a day, please let the school know. It is also very important that our students arrive at school on time in the morning. (This is at 8:35 a.m.) The most important subjects in school are Language Arts and Math. These subjects are taught in the morning. It is so hard on children to keep up with their reading, writing and math skills if they are often missing all or part of the instruction in these areas. Please have your child(ren) here and on time every day possible.

It is standard school policy to track student absenteeism and notify parents of accumulated days. All late arrivals, early pick-ups and missed school days are recorded. If attendance becomes an issue, the teacher and/or school administration will contact the parents. If attendance continues to impact the child's school achievement the student will be referred to the Deputy Superintendent. Due to the current year with COVID-19, we understand that absences may increase with the new strict illness/symptoms guidelines and potential for prolonged absences. This information will be collected and taken into consideration for student absence and support.

After School Arrangements

If you would like to have your child go somewhere other than his/her usual place after school, please let us know with a phone call or a note. We do not want our students to be making arrangements with friends during the day and then asking to phone parents for permission at the end of the day. While we certainly encourage friendships at school, the end of the day tends to be rather hectic and we just don't have time to make arrangements. So, please let us know during the day if you want your child to go somewhere other than their usual place.

Assemblies

Due to the restrictions on large indoor gatherings, we have had to modify the way we hold our monthly assemblies. Each month, the whole school will gather together *virtually* using Google Meet for an assembly. During this time, the opportunity to bond as a school family is enhanced. Talks about being a bully-free school, caring for each, the 7 Grandfather Teachings and doing your best are conducted. Each classroom takes a turn to host the assembly and put on a short performance. Leadership awards are also presented at this time. We conclude our assemblies by honoring all of our students and especially those with excellent attendance. Parents are always welcome to virtually attend our assemblies. The link to each virtual assembly will be shared via our school facebook page on the day of the assembly. Assemblies are generally held on the last day of each month at 1:30 p.m.

Behavior/Code of Conduct

Student behavior is an important concern as it impacts so much of what happens at school. Positive behavior helps children learn, helps them build friendships, self control and self confidence. At Jousard School, we strive to achieve a learning environment where students, staff and parents are respected, and students make responsible choices for their behavior. Consequences for non-compliance with the Code of Conduct will be appropriate for each individual student. Factors to consider include the student's age, state of development, special needs, social/emotional needs and level of cognitive functioning.

Consequences will reflect the frequency, severity and intensity of the inappropriate behavior. Consequences may range from and include, but is not limited to, one or more of the following:

- Discussion with teacher/school personnel
- Mediation
- Apology
- Loss of Privilege
- Warning (verbal and/or written to parents/guardians)
- Confer with parent or guardian
- Referral to Administration
- Possible recommendation for counselling
- In-school suspension
- Out of school suspension

Building Security

Joussard School is a secure building and the school is locked up at all times. The front door is open to the entryway and there is a doorbell on the inner door. Due to provincial guidelines in response to COVID-19, parents and members of the community must call and make an appointment with our secretary prior to entering the building.

If you are picking up your child, please phone the office to advise the secretary that you will be coming. We will have your child ready and a staff member will escort your child to the front entryway of the building.

If entering the building is essential, all visitors to the school must first make an appointment with our secretary, and then self-assess themselves using the “*COVID Pre-screening Questionnaire” prior to entering the building. Upon entering the building, all community members must wear a face covering and must sign in at the office for contact tracing purposes.

*The COVID Pre-screening Questionnaire has been included in this packet.

To optimize safety for all students and staff there was a completed cleaning of school facilities prior to re-entry. We ensured fresh water replaces the stagnant water in the water lines as many school buildings have had reduced or no water flow through the plumbing water system during the pandemic, leading to the stagnation of water in the pipes. We checked HVAC systems to ensure optimal ventilation. We removed area rugs and soft furnishings that cannot be easily cleaned and disinfected.

The following surfaces are disinfected daily:

- Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers, whiteboards
- Hallways and Corridors: Light switches, elevator buttons, stair railings, water stations, entrance door handles, alarm panels, inside handicap door buttons
- Washrooms: All surfaces
- Offices: Desks, chairs, telephones, light switches, doorknobs, copier

Bus Rides

Many of our students are bussed to school. The bus ride to and from school is a very important part of a student's day and we want this experience to be as safe and caring as possible. Bus unloading and loading are supervised each day by the principal and several teachers. A close working relationship between the school principal and each bus driver is encouraged in order to ensure that as much as possible can be done to see that safety and kindness are part of each child's bus ride.

The bus from Sucker Creek is band operated. If your child has a concern on this bus, it is important that you contact the bus driver. If, for some reason, you cannot do this, or it does not bring resolution to your problem, please discuss your concerns with the principal. By working together – parent, student, driver and principal – we should be able to see that all children have safe bus rides each day.

In accordance with High Prairie School Division's 2020-21 School Re-Entry Handbook, the following protocols will be in place:

- Parents/guardians are required to complete the daily health checklist prior to sending their student on the bus using the screening questionnaire.
- Students who are in grades 4 and above shall wear masks on the bus.
- Students will be assigned seats and a record of this seating plan will be kept, on the bus, in the Transportation Department, and in the school in order to assist with contact tracing should a student test positive for COVID-19. Transportation shall keep record of the seating plans. Students who live in the same household shall be seated together. Drivers are encouraged to involve parents during seating plan situations that may cause behavioural issues or cohorting challenges.
- Individuals must sit in the assigned seat and cannot move seats to sit with friends. Any student not sitting in their assigned seat will be reported to the school administration.
- If a child becomes symptomatic (see section 2 of HPSD 2020-21 School Re-Entry Handbook) during the bus trip, the student will be assigned to the designated isolation seating. The driver

will contact the school to make the appropriate arrangements to pick up the student at the school.

- If buses are unable to run, it will be announced on the local radio station as well as the HPSD website.

Bus Loading/Unloading Procedure

The bus will drop students off in the school's bus lane at 8:35am. Students will exit the bus and make their way promptly to their designated cohort entrance door where they will line up while adhering to appropriate social distancing under the supervision of the staff member on duty at that door. For grades four and up, masks must be worn while the bus is unloading.

At the end of the day, students will be dismissed and will line up outside the bus while observing appropriate social distancing guidelines. This process will be closely supervised by staff.

- They will line up in a single file beginning from the back of the bus (this will be arranged with each bus driver).
- They will remain there until the bus driver has opened the door and requested they board the bus.
- Masks must be worn at all times while waiting for the bus, entering the bus and on the bus.

Character Education

At Jousard School, our character education is based on a combination of the following two programs:

- The Seven Grandfather Teachings are infused into daily learning and are recognized at monthly assemblies.
- The Seven Habits for Highly Successful People are taught through the Leader in Me program. We see all of our students as leaders and provide them with opportunities and encouragement to grow in their leadership.

Classroom Set-Up/Physical Distancing

Classes will be sanitized and cleaned each evening, including desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers, and whiteboards.

In order to support physical distancing, classrooms will be organized so that desks will be spaced as far apart as physically possible. In situations where students are seated at group tables, they will be arranged to ensure that no students are directly facing one another. At Jousard School, we place high value on small group, quality instruction. At times when

students are working in small groups in close proximity for extended periods of time, such as during guided reading groups or Leveled Literacy Intervention, students will be required to wear their facemasks.

Clubs/Teams

While Jousard School takes its job to academically educate our students very seriously, we also realize that there are many ways that our children learn. Our children also have numerous interests that motivate them. Because of this, we have a number of clubs operating at noon or after school. Some of the clubs we've hosted are:

-Chess; Yoga; Running; Reading; Basketball; Soccer; Music; Drama; Anti-Bullying; Lego; Archery; Beading; Chess; Hand Games

We encourage all of our students to join a club that they are interested in.

Cohorts

The risk of transmission of COVID-19 is reduced by limiting exposure to others. A cohort is defined as a group of students and staff who remain together. Contact tracing is also more feasible when groups (cohorts) are maintained.

Each cohort will have their own separate section of the school, including washrooms and entrance doors. We have set up our daily schedule so that cohorts will have separate recess and lunch breaks to limit interactions between cohorts.

In common spaces that are shared between cohorts, such as the library, additional safety guidelines, such as the use of PPE, handwashing, and increased sanitization of the area will be in effect.

Cohort Groupings

Group 1 - Kindergarten to Grade Three/Four

Group 2 - Grades Five and Six

Communication/Website/Facebook Page

We would like everyone to know that we have a website that we try to keep up to date. To find it, just google High Prairie School Division. Under 'Schools', click on Jousard School and read all about us.

Also, for regular announcements and school news, please follow us on Facebook.

Joussard School will be reopening according to Scenario One as outlined by the provincial government. This means that school will open and function as close to near normal as possible with health guidelines and restrictions in place to protect the health of our students, staff and community members. However, this scenario may change rapidly in response to potential outbreaks or announcements by the government. In order to effectively communicate changes such as a change from Scenario One to Scenario Two, High Prairie School Division will post updates regularly on their website and facebook page. Joussard School will also display a banner identifying which scenario we are currently in at our front entrance door each day.

Contact Information

Please make sure that you have provided our secretary with correct and up to date telephone numbers of parents, grandparents and other emergency contact people. This is so important, as we always need to be able to contact the caregivers of our students in case of emergency. If you use email, we would also appreciate having your email address. Please let us know if your contact information changes during the year.

Curriculum and Instruction

While we feel the best option for student learning is with in-person classes, we know that there are students and parents who would like to know what alternatives are available. Students who do not attend in-person classes can do any of the following:

- HPSD At Home Learning (AHL) - High Prairie School Division is able to provide learning opportunities to students who choose to remain at home and learn. This model would be similar to what was offered when in-person classes were cancelled in March due to COVID-19. Students would have the ability to rejoin in person classes at the beginning of each quarter semester. The learning quarters are as follows: November 16, 2020, February 1, 2021, April 21, 2021.
- Distance Learning - Students would need to register with a distance learning provider in the province like the Alberta Distance Learning Centre (ADLC). Students who enroll in distance learning outside of HPSD would not be eligible to return to in-person classes with HPSD after September 30th.
- Homeschooling - Parents choosing home education have the primary responsibility for planning, managing, providing, evaluating and supervising their children's courses of study. They must develop a home education program that enables the student to achieve appropriate learning outcomes, and submit this program plan to the supervising school authority. Students who enroll in homeschooling would not be eligible to return to in-person classes with HPSD after September 30th.

● Different School Authority - Parents could choose to enroll in a different school authority. Students who enroll in a different school authority would not be eligible to return to in-person classes with HPSD after September 30th.

Daily Symptom Screening

Each day, prior to coming to the school building, students and staff will be required to self-assess for COVID-19 related symptoms using the “*[Screening Questionnaire](#)”. If students or staff display COVID related symptoms they will not be permitted to enter the building and will be directed to seek appropriate medical attention (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.

*Please see attached “Screening Questionnaire”

- **Pre-existing Medical Conditions**

If your child has a pre-existing medical condition that may be mistaken for one of the symptoms of COVID-19, such as Asthma or seasonal allergies, we ask that you contact the office and inform the secretary of your child’s symptoms. This will help us to more accurately track potential cases of COVID-19. You may be asked to provide medical documentation of these symptoms.

Electronic Devices

We live in the age of technology and our students are great with it. We use technology for learning every day. Many of our students come to school with cell phones or tablets. This is fine, however we want them to turn in their devices to the office each morning for safe keeping and so that they aren’t distractions to learning. Our students have proven to be very responsible in turning in their electronics in the morning, and picking them up at the end of the day.

Family Fun Nights

Joussard School appreciates and enjoys its families and regularly hosts Family Fun Nights. Our School Council helps us to arrange these events. We have family dances, open gym nights, cookie icing, pumpkin carving, etc. These are lots of fun and we get to meet many of the family members who are so important in the lives of our students.

Field Trips

To align with AHS and comply with physical distancing, field trips and activities requiring group transportation must be postponed at this time.

Instructional technologies will be used to help facilitate virtual field trips.

Illness/Injury/Medication

If a student becomes ill or is injured while at the school, our first step will be to call parents or immediate guardians. If we cannot make contact, we will call people who have been listed as emergency contacts. If we cannot contact anyone listed as associated with the student, we will keep him/her here and make them as comfortable as possible. If the illness or injury appears severe, we will transport the student to the hospital or call an ambulance.

If your child needs to take medication during the time period that he/she is at school, High Prairie School Division has a specific protocol that has to be followed. It is as follows:

1. Directions for administering the medication needs to be in writing.
2. Time of administering the medicine and exact amount needs to be in writing.
3. Outline procedures in case of an adverse reaction.
4. All medication must be sent to the school in the original container.
*All medication will be administered by the office staff. Please inform the school, in writing, if there is any change in the medication schedule.

Contagious Diseases

Some illnesses are considered contagious by the Alberta Health Authority. Examples are conjunctivitis (pink eye) and impetigo. If we are concerned that a student has a contagious illness, we will remove the student from the classroom and contact parents or guardians and request that the child be picked up and taken for medical attention.

- **Head Lice**

Anyone can get head lice – it is not an indication of being unclean. Actually, lice prefer clean hair. However, lice are very easily spread from person to person. We do our best to prevent this spread by educating our students and encouraging them to avoid sharing headgear, etc. If live lice are found in a student's hair, parents are called and the student is sent home to be treated. It is important that the lice eggs (nits) are removed as soon as possible so that live lice are not a problem again.

- **COVID-19 Symptoms**

Students displaying symptoms of COVID-19 will be sent home. Parents or immediate guardians will be immediately contacted. If we cannot make contact, we will call people who have been listed as emergency contacts. If we cannot contact anyone listed as

associated with the student, the student will be placed in an isolation room and will be supervised by a staff member until arrangements can be made.

Inclement Weather

During extremely cold or wet weather, students will remain indoors during recess breaks. If the temperature or wind chill reads -25 or below, students will not be going outside. Buses administered through HPSD do not run when it is -40 degrees. ***However, it is important to know that the school is always open.*** If you transport, or arrange for transport of your child to school during days that buses do not run, it is important to remember that you will usually have to pick up your child as well when the school day is over.

Please send your child to school dressed in warm outdoor clothing that will make recesses outside comfortable. Warm jackets, ski pants, hats and mittens, make recess time, even on a cold day, lots of fun.

Isolation Room

If a student displays symptoms related to COVID-19, parents/caregivers will they may be placed in our isolation room until the student is able to be picked up by their parent or primary caregiver. While in isolation, the student will be closely monitored by a member of our staff. Personal Protective Equipment will be worn at all times and the student will have access to the washroom. We will do everything in our power to support the mental and emotional needs of students during their time in the isolation room. Parents/primary caregivers will be notified if their child has been placed in isolation.

Lockers

Students will have access to their own personal lockers, in which they may keep coats, backpacks and personal belongings. Food and perishable items cannot be stored in student lockers, as it attracts unwanted pests. Valuable items, such as personal technology should not be stored in lockers as they will not be locked. Grade Six students will receive a combination lock as part of their transitioning to Junior High, but they are also not encouraged to store valuable items in their lockers. Jousard School will not be held responsible for any missing or stolen items.

In accordance with social distancing guidelines, student lockers will be spaced appropriately and cohorts' lockers will remain separated. Kindergarten students' lockers are located within their classroom.

Lost and Found Items

We have a Lost and Found table where we display the items that are found around the school and on the playground. This table is placed by the gym so that all children have to go by it each day and will hopefully claim their belongings. We remind students right away when items show

up on the table and this helps our students remember and claim what is theirs. Names on students' items makes this all so much easier!

Lunch Program

Our school provides a breakfast snack and a lunch for each of our students. Nutrition is so necessary for learning. Lunches are prepared in our kitchen and our cook needs to know how many students she will be feeding each day by 10:30. If your child will be at school for lunch, but is not at school by 10:30, it is important that you call the school to let us know.

Music Programming

Learning experiences involving in-person singing, cheering or shouting, or playing wind instruments must be postponed at this time. Alternative music programming will be provided however, such as:

- Incorporating technologies and robotics to compose, play, and record music
- Including more lessons focused on music appreciation or music theory,
- Instruments that are lower risk (e.g. percussion or string instruments over wind instruments) may be offered.

Parent/Teacher Interviews/Leadership Showcase

After our first and second term report cards go home, Jousard School hosts "Leadership Showcase Night". These events are an informal opportunity for students to take a leadership role to showcase their learning to their parents and caregivers. Teachers are available during these times for any questions or conversations regarding your child's learning.

Due to COVID-19 related restrictions, our Leadership Showcase Nights will be by appointment only. Parents/Caregivers will make an appointment with their child's classroom teacher. More information on Leadership Showcase Nights will be provided as we get closer to our first term report cards.

Physical Education

Physical Education is a very important part of students' health and wellbeing. Students will still have regular access to Physical Education programming with some health restrictions in place. For instance, students will wash hands before and after physical education and will be encouraged to avoid touching their face. While the weather is nice, classes will be encouraged to have gym classes outdoors as the risk of transmission is more likely to occur indoors rather than outdoors. Teachers shall choose activities or sports that support physical distancing (e.g. badminton over wrestling).

PPE/Personal Protective Equipment

In accordance with AHS guidelines, students from grades four to six, as well as all adults will be required to wear appropriate facemasks while entering the building. Students from kindergarten to grade three are welcome to wear PPE but it has not been made mandatory at this time.

Each student will be provided with two washable face masks at the start of the year. It is the responsibility of the parents/caregivers to make sure masks are washed regularly (ideally on a daily basis).

Grades four to six and staff will be required to wear their facemasks while in common areas, such as;

- Buses
- Washrooms
- Hallways
- Library
- Office
- Gymnasium
- Boot Rooms
- LLI Pull-out Groups

Masks do not have to be worn while students are sitting in their classrooms, but may be required for small group instruction, such as Guided Reading. Although masks are only mandatory for Grades Four and up, we recommend that all students have access to a facemask.

If a student forgets their facemask, the school may be able to provide a temporary mask (if available). If a student regularly forgets their mask, parents will be notified and the student's access to common areas could be limited.

If a student is unable to wear a mask due to exceptional circumstances or preexisting conditions, the staff at Jousard school will do everything possible to protect the health and wellbeing of the student.

Playground Equipment

Students will have access to the playground equipment at recess and during the lunch break. The equipment will not, however, be disinfected regularly. Before and after recess, students will be required to wash their hands, and will be reminded to adhere to social distancing guidelines and avoid touching their face. Students who choose to use the playground equipment do so at their own risk. If you do not wish for your child to use the equipment, please contact your child's teacher and they will do their best to monitor your child. If, despite our best efforts, your child does use the playground equipment, the teacher will inform the family.

Report Cards

Report cards are issued three times during the year. They are usually sent out in November, March and June. Report cards are emailed home unless you request paper copies. If you want paper copies, we are happy to provide them – just let the school know.

For students who require additional support, an Individual Student Plan (ISP) may be developed. This will happen through collaboration with the classroom teacher, the student, the Learning Support Teacher and guardians. After these plans are developed, they will be reviewed the same time as report cards.

Scents/Perfume

Joussard School is a scent-free environment. In order to protect staff and students who are sensitive to fragrances and scents we ask that students, staff and visitors refrain from using heavily scented perfumes, colognes or body sprays.

School Council

Our parents are so important in the running of our school. It is so important for the success of each of our students, that parents and the school work together. Our school council consists of parents and school staff who get together and discuss issues and decisions about the school. We also work together to plan Family Fun Nights. Please feel welcome to become part of this group. You do not have to be afraid that you will be pushed in assuming a formal position. We appreciate your perspective and you have an important voice. Your children come to this school, so it is your school and we want you to feel that your voice is heard.

Staggered Recess/Lunch Times

In order to minimize foot traffic in the hallways and boot rooms, as well as limit the number of students on the playground equipment at any one time, Joussard School has staggered our recesses and lunch times according to cohorts. Cohorts will have separate recess and lunch times so that there is very little overlap between Cohort 1 (K-4) and Cohort 2 (5&6).

Cohort 1 (Grades K-4)	Cohort 2 (Grades 5&6)
Recess - 10:15am - 10:30am Lunch - 12:00pm - 12:20pm Lunch Recess - 12:20pm - 12:40pm	Recess - 10:35am - 10:50am Lunch - 12:20pm - 12:40pm Lunch Recess - 12:00pm - 12:20pm

Student Drop-OFF/Parent Pick-Up

In response to restrictions put in place by AHS, students who do not take the bus are asked to be dropped off and picked up by parents/caregivers at the curb inside the “student

pick-up/drop-off area". Staff supervision begins at 8:35am so it is requested that students are not dropped off prior to this time. Parents and caregivers who wish to enter the school, must call ahead of time and arrange an appointment.

Students are asked to promptly head to their designated cohort entrance door where they will line up while adhering to appropriate social distancing under the supervision of the staff member on duty at that door.

Students who are dropped off late or after 8:40am will be asked to enter the school through the front entrance and proceed immediately to their assigned classroom. The classroom teacher will be responsible for notifying the office of the student's arrival.

Student Supplies

Supply lists were sent home in the spring by each classroom teacher. Students are expected to bring their own supplies according to the class list. Due to guidelines from AHS, sharing of student supplies is prohibited. *We, therefore, ask that you please label your child's supplies with his/her name and place these supplies into a large ziploc bag.* This way we can ensure that these supplies will only be used by your child throughout the school year.

Supervision

At Jousard School, we understand that children need consistent and close supervision. Our students are supervised as they get off of the buses, before they go into the school in the morning and during all recess breaks. Each class has a supervisor during lunch eating time. There is also hallway supervision during breaks. Each supervisor is encouraged to watch children closely, to help children needing assistance and to make sure of moments where safety or friendship lessons are helpful. Bus departures and vehicle pickups are also closely supervised.

Technology

Jousard School is very proud of its technology. For some time, this school has been what we call a one-one school. What this means is that every student has either an iPad or a laptop to use in their learning. At the beginning of the school year, each student will be assigned their own device in order to limit the spread of germs.

Each grade level will regularly provide learning engagements to students through an online platform, such as Google Classroom or SeeSaw. Kindergarten through to Grade Two will use SeeSaw as their primary digital learning platform. Grades Three through Grade Six will use Google Classroom. This online delivery will be especially effective if our school is required to move to an integrated model or a fully online classroom due to Provincial Health Guidelines.

Technology is an important part of student life now and immediate access to devices is vital to learning. Each classroom has a smart board as well as a document camera. Students will have

regular opportunities to discover new educational technologies, such as robotics, coding, and 3-D printing and design. We are teaching our students how to use technology in a responsible manner and to appreciate the incredible opportunities in learning that it offers.

Volunteers

Due to restrictions put in place by the Provincial Government in response to COVID-19, at this time we have been asked to limit public access to the building. Parents and community members who wish to volunteer at the school are asked to contact the school administration by phone or email in order to ensure safety restrictions are observed. We value and appreciate our volunteers and we will do our best to protect the health of our students, community members and staff.

Water Bottles/Drinking Fountains

School drinking fountains will be turned off, but there are water bottle filling stations in each wing of the school. Students are encouraged to bring their own refillable water bottles. Students who do not have a water bottle will be provided with one at the start of the year.

Washrooms

Each cohort of students will have access to separate bathrooms. Bathroom capacity will be limited to three students at a time.

Our washrooms will be cleaned twice daily by our daytime cleaning technician, as well as a deep cleaning that will be done each evening by our regular custodian.

High Prairie School Division Contact Information:

Phone Toll free: 1-877-523-3337

Superintendent	Deputy Superintendent
Mrs. Laura Poloz Email – lpoloz@hpsd.ca	Mrs. Margaret Hartman Email – mhartman@hpsd.ca

The Final Note

Joussard school looks forward to partnering with you in order to provide the best education for your child.

Please contact the school if you ever have any questions or concerns about your child. We are here to serve and we welcome your questions and involvement.