

Joussard School

Student-Parent Handbook

2025-2026



Please review this handbook for important information about our school's procedures and policies. Wishing you a safe, positive, productive, and successful school year!

Phone: 780-776-3753

Facebook: Joussard School

School Address: 12 Lakeview Drive, Joussard,

AB T0G 1J0 School Website: www.jou.hpsd.ca

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

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Principal's Message

Welcome to Jousard School for the 2024-2025 School Year!

Jousard School is a warm and respectful environment where students grow into confident learners. We hold high expectations for our students because we believe in their ability to achieve great things. Our school may be small, typically welcoming between 65 and 80 students, but it is full of potential and opportunities. Our diverse student body includes children from Jousard, Faust and the surrounding area, as well as from the Sucker Creek First Nation and the Driftpile Cree Nation. Every one of our students is exceptional, and we are fortunate to have consistently supportive families behind them.

Community is the heart of Jousard School. Students are welcomed into the culture and language of Treaty 8 Territory. Pride in culture and community is critical to student success. Jousard school is committed to working with students and their family is a partnership that will help guide our students on their educational path. Our curriculum and extracurricular activities are designed to encourage students to think critically about the world around them and to appreciate the interconnectedness of the land and our society.

This handbook is designed to assist you throughout the school year by addressing topics that are commonly encountered. We encourage you to reach out to the principal with any concerns you may have. At Jousard School, we strongly believe that parents and caregivers play a crucial role in their child's education. We are committed to building a partnership with you to ensure the highest level of learning for our students. Please do not hesitate to contact the school at any time with questions or concerns.

Warmest
Regards,

Melissa
Isaac

Staffing

Principal	Melissa Isaac
Teacher — Kindergarten	Halley Marsh
Teacher — Grade 1/2	Catherine Thomas
Teacher — Grade 3/4	Shoba Jacob
Teacher — Grade 5/6	Julia Sander
Teacher — Learning Support	Meghan Adams

Office Administrator	Lorraine Adams
Indigenous Education Coach	Jamie Chalifoux
Cree Culture / Educational Assistant	Doris Willier
Wellness Coach	Christian Collett
Library Tech / Speech-Language EA	Kathy Routh
Educational Assistant	Racheal Brassard
Educational Assistant	Jennifer Pruden
Educational Assistant	Ainsley Wilson
Educational Assistant	Niki Conrad
Educational Assistant	Lisa Willier
Educational Assistant	Amber Brown
Educational Assistant	Danielle Willier
Custodian	Paul Boulanger
Cook	Paulette Lapointe

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
8:40-10:30	Protected Learning
10:15-10:30	Recess
10:30-12:00	Protected Learning
12:00-12:43	Staggered Lunch / Recess
12:43-2:00	Protected Learning
2:00-2:15	Break
2:15-3:18	Protected Learning
3:18-3:20	Dismissal

School Policies & Procedures

After-School Arrangements

If your child needs to go somewhere other than their usual location after school, please inform us in advance through a phone call or a note. We kindly ask that students refrain from making last-minute plans with friends during the school day and requesting to call home for permission at the end of the day. While we encourage the development of friendships, the end of the day is often busy, and we may not have the time to accommodate such arrangements.

For everyone's convenience and safety, please let us know any changes to your child's after-school plans ahead of time. This helps ensure a smooth and organized dismissal process.

Assemblies

Each month, the entire school gathers for an assembly, fostering a stronger sense of community and school spirit. These assemblies provide an opportunity to reinforce our commitment to being a bully-free school, to caring for one another, and to upholding the Seven Grandfather Teachings while encouraging students to always do their best. Each classroom takes a turn hosting the assembly and showcasing a short performance. Leadership awards are also presented during this time, and we conclude by recognizing all students, with special acknowledgment for those with excellent attendance. Parents are always welcome to join us, with assemblies typically held on the second last day of each month at 2:30 p.m.

Attendance

Regular school attendance is essential for your child's success. Each day offers valuable learning opportunities, and our students have tremendous potential to achieve and thrive. To make the most of their education, it is crucial that they are in school every day and on time. This is a key factor in their academic growth and future success.

We understand that children may occasionally need to miss school due to illness or appointments. In these cases, please inform the school as soon as possible. It is equally important for students to arrive on time each morning. School starts promptly at 8:35 a.m., and core subjects like Language Arts and Math are taught during the morning hours. Consistent attendance during these lessons helps ensure that students stay on track

with their reading, writing, and math skills, which are foundational to their overall academic progress.

As part of standard school policy, we monitor and track student attendance, including late arrivals, early departures, and missed days. Parents will be notified of accumulated absences. If attendance becomes a concern, teachers and/or school administration will reach out to discuss how we can work together to support your child's education. If attendance issues continue to affect academic progress, the matter will be referred to the Assistant Superintendent for further action.

Thank you for your attention to this matter and for helping ensure that your child is present and ready to learn every day.

Buses

Many of our students depend on bus transportation to and from school, and we are committed to making this experience as safe and positive as possible. Bus loading and unloading are supervised daily by the principal and several teachers to ensure student safety. We encourage strong communication between the school principal and each bus driver to promote a caring and secure environment for all students during their bus rides.

The bus serving Sucker Creek is operated by the band. If your child experiences an issue on this bus, please contact the bus driver directly. If you are unable to reach the driver or the issue remains unresolved, you are welcome to bring your concerns to the principal. By working together—parents, students, drivers, and the principal—we can ensure safe and enjoyable bus rides for all students.

Character Education

At Joussard School, our character education program is based on the Seven Grandfather Teachings—Love, Respect, Courage, Honesty, Wisdom, Humility, and Truth. We infuse these values into daily learning which culminates in monthly assemblies. Each month focuses on one teaching, integrated into lessons across subjects, morning reflections, and student self-reflection through activities like journaling. Teachers and students explore how these teachings apply to both academic content and daily interactions. Monthly assemblies celebrate students exemplifying the teachings, featuring student-led presentations, traditional cultural elements, and Elder participation. This program fosters not only academic growth but also social-emotional development, grounded in Indigenous values of community, respect, and interconnectedness.

Clubs/Teams

At Joussard School, while we are committed to delivering a strong academic education, we also understand that learning takes place in many forms and that our students have diverse interests. To support and nurture these interests, we offer a variety of clubs during lunch breaks and after school, depending on availability. Some of the clubs we've hosted include:

Chess, Yoga, Running, Reading, Basketball, Soccer, Music, Drama, Anti-Bullying, Lego, Archery, Beading, Hand Games, and more.

We encourage all students to explore and join any club that captures their interest.

Code of Conduct

Student behaviour is a key focus, as it greatly impacts the overall learning environment. Positive behaviour enhances children's learning, supports the development of friendships, and nurtures self-control and confidence. At Jossard School, we are dedicated to fostering a respectful learning atmosphere where students, staff, and parents feel valued, and students are guided to make responsible behavioural choices.

When students do not follow the Code of Conduct, consequences are personalized to the individual, considering factors such as age, developmental stage, special needs, social and emotional circumstances, and cognitive functioning. The frequency, severity, and intensity of the behaviour will determine the most suitable consequences. These may include, but are not limited to:

- Discussion with a teacher or school staff
- Mediation
- Apology
- Loss of privileges
- Verbal or written communication with parents/guardians
- Conference with parents/guardians
- Referral to Administration
- Recommendation for counselling
- In-school suspension
- Out-of-school suspension

Communication/Website/Facebook Page

We invite everyone to visit our regularly updated website by searching for High Prairie School Division on Google. Once there, navigate to the Schools section, click on Jossard School, and learn all about us. For the latest announcements and school news, please follow us on Facebook. A monthly calendar is sent home with each student with important events and the weekly lunch menu.

Concerns

When a parent has a concern regarding their child's experience at school, it's important to follow a proper chain of command to ensure that the issue is addressed effectively and respectfully.

Here's a general protocol that parents can follow:

1. Start with the Teacher

- **Contact the Teacher First:** Most issues, especially those related to academics, classroom behavior, or social interactions, should be addressed directly with the child's teacher. This is the person who spends the most time with the child during the school day and is often in the best position to understand and resolve the concern.

- **Set Up a Meeting:** Request a meeting or a phone call with the teacher. Clearly outline the concern and be open to hearing the teacher's perspective. Work together to develop a plan or solution.
- **Follow Up:** If a solution is proposed, follow up to ensure that the plan is working. Maintain ongoing communication with the teacher as needed.

2. Consult the School Counselor or Support Staff

- **Involve Support Staff:** If the issue involves emotional, social, or behavioral concerns that the teacher is unable to resolve, it may be appropriate to consult the school counselor, psychologist, or other relevant support staff.
- **Collaborate on a Plan:** Work with the counselor or support staff to develop strategies or interventions that support the child's needs.

3. Escalate to the Principal

- **Contact Administration:** If the concern is not resolved at the teacher or counselor level, or if the issue is more serious (e.g., safety concerns, bullying, or significant academic issues), the next step is to bring the concern to the attention of the school's principal.
- **Formal Meeting:** Request a formal meeting to discuss the concern. Bring any documentation or notes from previous meetings with the teacher or counselor.
- **Work Towards Resolution:** The principal may involve additional staff or resources to address the concern and will work with you to find an appropriate resolution.

4. Reach Out to the School District

- **Contact the School District:** If the issue remains unresolved after discussing it with the school's administration, the next step is to contact the school district's office. This may involve speaking with the superintendent or other district-level administrators.
- **File a Formal Complaint (if necessary):** If the concern is serious and you believe that the school has not adequately addressed it, you may need to file a formal complaint with the district.

Additional Tips:

- **Keep Records:** Maintain detailed records of all communications, meetings, and action plans. This includes emails, notes, and

summaries of phone calls or in-person meetings.

- **Be Respectful and Collaborative:** Approach each level of the chain of command with respect and a collaborative mindset. This increases the likelihood of a positive outcome.
- **Be Patient:** Resolving concerns can take time. Be patient and give the process a chance to work, but also be persistent in following up if necessary.

This protocol helps ensure that concerns are addressed at the appropriate level and that all parties involved have the opportunity to work towards a solution.

Contact Information

Please ensure that our secretary has accurate and up-to-date phone numbers for parents, grandparents, and other emergency contacts. It is essential that we are able to reach caregivers in case of an emergency. If you use email, we would also appreciate having your email address on file. Kindly inform us of any changes to your contact information throughout the year.

Contagious Diseases

Certain illnesses, such as conjunctivitis (pink eye) and impetigo, are considered contagious by the Alberta Health Authority. If we suspect that a student may have a contagious illness, the student will be removed from the classroom, and we will contact parents or guardians to request that the child be picked up and taken for medical attention.

Anyone can get head lice—it's not a sign of being unclean. In fact, lice often prefer clean hair. However, lice spread easily from person to person. To prevent this, we educate students on avoiding the sharing of headgear and similar items. If live lice are found in a student's hair, parents will be contacted, and the student will be sent home for treatment. It's important to remove lice eggs (nits) as soon as possible to prevent a recurrence of live lice.

Dress Code

At Joussard School, our dress code ensures a positive, respectful, and safe learning environment while allowing students to express themselves. Clothing should be comfortable and suitable for school activities, including recess and physical education, with secure footwear for safety. Students should wear clothing that covers undergarments and private areas at all times, with appropriate-length skirts, shorts, and tops. Offensive images or messages on clothing are not permitted, and hats and hoodies should be removed indoors unless worn for religious or medical reasons. Weather-appropriate attire, such as warm jackets in winter and light clothing in warmer months, is encouraged for outdoor play. For physical education, students should wear activewear and running shoes. Special event days encourage themed attire, but general guidelines still apply. If a student's attire is not in line with the dress code, they will be discreetly informed, and parents may be contacted if needed. Our goal is to maintain a distraction-free environment that supports learning, and we appreciate your cooperation in following these guidelines.

Electronic Devices

We live in a technology-driven age, and our students are highly skilled in using it. We incorporate technology into learning every day. Many students bring cell phones or tablets to school, which is fine; however, we ask that they turn in their devices to the office each morning for safekeeping and to prevent distractions during class. Our students have consistently shown responsibility in handing in their electronics at the start of the day and picking them up at the end.

Family Fun Nights

Joussard School values and enjoys engaging with its families and regularly hosts Family Fun Nights, with the support of our School Council in organizing these events. Activities such as family dances, open gym nights, cookie decorating, and pumpkin carving are always lots of fun. These events give us the opportunity to connect with the family members who play such important roles in our students' lives.

Field Trips

Please ensure that permission slips are returned to the classroom teacher promptly.

Illness/Injury/Medication

If a student becomes ill or is injured while at school, our first step will be to contact parents or immediate guardians. If we are unable to reach them, we will call the individuals listed as emergency contacts. If we cannot contact anyone associated with the student, we will keep them at school and ensure they are as comfortable as possible. In the event of a severe illness or injury, we will transport the student to the hospital or call an ambulance.

If your child needs to take medication during school hours, the High Prairie School Division has a specific protocol that must be followed:

- Written instructions are required for administering the medication.
- The exact time and dosage for medication administration must be provided in writing.
- Procedures for handling any adverse reactions should be outlined.
- All medication must be sent to the school in its original container.

Please note that all medication will be administered by office staff. If there are any changes to your child's medication schedule, please notify the school in writing.

Inclement Weather

During extremely cold or wet weather, students will remain indoors during recess breaks. If the temperature or wind chill reaches -25°C or below, students will not go outside. Buses administered through HPSD do not run when the temperature is -40°C or colder. However, please note that the

school will remain open. If you arrange transportation for your child on days when buses are not running, please remember that you will typically need to pick up your child at the end of the school day.

Please ensure your child comes to school dressed in warm outdoor clothing that will make recess time comfortable. Items like warm jackets, ski pants, hats, and mittens will help make recess enjoyable, even on colder days.

Lockers

Students will have access to personal lockers where they can store coats, backpacks, and other belongings. However, food and perishable items should not be kept in lockers as they can attract pests. Valuable items, such as personal technology, should not be stored in lockers, as they will not be locked. Grade Six students will receive combination locks as part of their transition to Junior High, but they are still discouraged from storing valuables in their lockers. Please note that Joussard School is not responsible for any lost or stolen items.

Kindergarten students' lockers are located inside their classroom.

Lost & Found

We have a Lost and Found table where items found around the school and playground are displayed. This table is located at the front entrance so that all students pass by it daily, increasing the chances of them recognizing and claiming their belongings. We remind students as soon as items appear on the table, which helps them remember to retrieve what is theirs. Labeling students' items with their names makes this process much easier!

Lunch Program

Our school provides a breakfast snack and lunch for all students, as proper nutrition is essential for learning. Lunches are prepared in our kitchen, and our cook needs to know how many students will be eating each day by 10:00 AM. If your child will be staying for lunch but hasn't arrived at school by 10:00, please call the school to inform us.

Parent—Teacher Interviews/Leadership Showcase

Following the release of our first and second-term report cards, Joussard School hosts "Leadership Showcase Night." These events provide an informal opportunity for students to take on a leadership role and showcase their learning to their parents and caregivers. Teachers will also be available during these times for any questions or discussions regarding your child's progress.

Physical Education

Physical Education is a vital part of promoting students' health and well-being. All students will have regular access to Physical Education programming.

Playground Equipment

Students will have access to the playground equipment during recess and lunch breaks. Use of the playground equipment is at the student's own risk. If you prefer that your child not use the equipment, please contact their teacher, who will do their best to monitor your child. If, despite these efforts, your child uses the playground equipment, the teacher will inform you.

Recess/Lunch Times

To reduce foot traffic in the hallways and boot rooms and to limit the number of students on the playground equipment at one time, Joussard School has implemented staggered recess and lunch times based on cohorts. Cohorts will have separate recess and lunch breaks, ensuring minimal overlap.

Report Cards

Report cards are issued three times a year, typically in November, March, and June. They are emailed to families unless a paper copy is requested. If you prefer a paper copy, we are happy to provide one—just let the school know.

For students who require additional support, an Individual Student Plan (ISP) may be developed through collaboration with the classroom teacher, student, Learning Support Teacher, and guardians. Once developed, these plans will be reviewed alongside report cards.

Scents/Perfume

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

School Council

Our parents play a vital role in the success of our school. It's essential that parents and the school work together to ensure the success of every student. Our School Council, made up of parents and staff, meets to discuss important school issues and decisions. We also collaborate to organize Family Fun Nights. We warmly invite you to join this group. There's no need to worry about being pressured into taking a formal role—we simply value your perspective. Your voice is important, and since your children attend this school, it is your school too, and we want you to feel heard.

Security

Joussard School is a secure facility, with the entrance locked at all times to ensure the safety of our students and staff. While the front door allows access to the entryway, entry to the main building requires ringing the doorbell located at the inner door. Parents and community members are asked to call ahead and schedule an appointment with our secretary before

entering the building.

If you are picking up your child, please call the office to inform the secretary of your arrival. We will ensure your child is ready, and a staff member will escort him/her to the front entryway for you.

Student Drop-off & Pick-up

Students who do not take the bus should be dropped off and picked up by parents or caregivers at the curb in the designated "student pick-up/drop-off area." Please avoid using the staff parking lot for drop-offs, as it is reserved for school staff. Staff supervision begins at 8:35 AM, so we ask that students are not dropped off before this time. If your child is dropped off before this time, they will be unsupervised, and the school cannot be responsible for their safety or well-being.

Parents and caregivers wishing to enter the school must call ahead and arrange an appointment.

Students are asked to promptly go to their designated entrance door and line up under the supervision of the staff member on duty.

Students who arrive late or after 8:40 AM should enter through the front entrance and proceed directly to their assigned classroom. The classroom teacher will notify 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 as outlined on the class list. Please label your child's supplies with his/ her name and place them in a large Ziploc bag. This helps ensure that the supplies will be used exclusively by your child throughout the school year.

Supervision

At Joussard School, we understand the importance of providing consistent and close supervision for children. Our students are supervised as they get off the buses in the morning and before entering the school, as well as during all recess breaks. Each class has a supervisor during lunch, and hallway supervision is provided during breaks. Supervisors are encouraged to closely monitor students, assist those in need, and address any safety concerns or teachable moments around friendship and social interactions. Bus departures and vehicle pick-ups are also carefully supervised to ensure student safety.

Support Services

While Joussard School is a small school, we are proud to offer a variety of supportive services to ensure our students' success.

Counselling Support

Through the support of our School Division, we have a scheduled Counselling Consultant who visits our school regularly. The counsellor provides assistance in areas such as friendship skills, personal care, building self-esteem, and promoting appropriate behavior.

Indigenous Success Coach

We are fortunate to have an Indigenous Education Coach, who helps deepen our foundational knowledge of First Nations culture, heritage, music, treaties, and more. This knowledge is actively integrated into our curriculum, allowing our students to appreciate the richness of their heritage and take pride in who they are.

Student Services Team

Our students benefit from a wide range of professional support services, including Occupational Therapy, Speech-Language Pathology, Counselling, and Psychology.

Nutrition Program

To support student wellness, we provide all students with a breakfast snack and lunch each day.

Learning Support Teacher

Our Learning Support Teacher is dedicated to helping students who may be struggling academically. She also ensures that students with special needs are included and supported in regular classrooms.

Band-Supported Counselling Services

Our school offers space and access to students for band-supported counselling services as needed.

School Trustee Support

We are grateful for the positive support from our trustee, Lorraine Shelp, who continues to be an important advocate for our school.

Fetal Alcohol Spectrum Disorder (FASD) Support

The Northern Association for Fetal Alcohol Spectrum Disorder provides assessment services and ongoing support for children and families in need.

If you would like to access any of these services for your child, please contact their teacher.

Technology

Joussard School is very proud of its technology. For some time, we have been a one-to-one school, meaning every student is assigned their own iPad or laptop to use for learning. At the start of each school year, students are given their own device to help minimize the spread of germs.

Technology plays a vital role in student life, and immediate access to devices is essential for learning. Each classroom is equipped with a smart

board and a document camera, and students will regularly explore new educational technologies such as robotics, coding, and 3D printing and design. We are committed to teaching students how to use technology responsibly and to appreciate the incredible learning opportunities it provides.

Volunteers

Parents and community members interested in volunteering at the school are encouraged to contact the school administration via phone or email.