

This Agenda Belongs To:

Name: _____

Teacher: _____



C. J. Schurter School

Leaders Grow Here

300 6th Avenue NE
Slave Lake, Alberta T0G 2A2
Telephone: 780.849.4344

Email: cjs@hpsd.ca
Webpage: <https://cjs.hpsd.ca/>

Stay in the know!
• opt in for text messages by
texting "y" to 724665
• follow us on Facebook

VISION AND MISSION

AT C. J. SCHURTER SCHOOL
WE ARE RESPECTFUL FRIENDS.
WE LEARN AND HAVE FUN.
WE HELP EACH OTHER.
LEADERS GROW HERE!

WE ARE A LEARNING COMMUNITY
WHERE **RESPECT** TAKES ROOT,
EMPOWERMENT GIVES STRENGTH,
CONFIDENCE GROWS,
INSPIRATION BRANCHES OUT,
AND **HAPPINESS** BLOSSOMS.



2019-20 School Year Calendar

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- August 27 - 30** Start-up
- September 2** Labour Day
- September 3** First day for all students
- September 13** Professional Development Day
- September 27** Professional Development Day
- October 11** Professional Development Day
- October 14** Thanksgiving Day
- November 1** Professional Development Day
- November 8** Day in Lieu
- November 11** Remembrance Day
- November 29** Professional Development Day
- December 21 - January 9** Christmas Holidays
- January 6** Classes resume
- January 31** Professional Development Day
- February 5** Professional Development Day
- February 6 - 7** Teachers' Convention
- February 17** Family Day
- March 21 - 29** Spring Break
- April 3** Professional Development Day
- April 10** Good Friday
- April 13** Easter Monday
- May 8** Professional Development Day
- May 15** Day in Lieu
- May 18** Victoria Day
- June 25** Last Day K-9
- June 26** Last Day 10-12 and Teachers



Please note that some dates may be subject to change.

Please see the HPSD Division website or the C. J. Schurter School website calendars for the most up to date information.

C. J. Schurter School would like to acknowledge we are located within the ancestral and traditional territory of the Indigenous peoples of this area.

This land has been and will continue to be home to the Cree, Dene, and other First Nations, and of the Metis within the boundaries of Treaty 8.

We also wish to acknowledge the traditional knowledge holders and Elders who are still with us today, and those who have gone before us.

GENERAL INFORMATION

School Hours

Office hours

8:00 a.m. – 4:00 p.m.

8:25 a.m.

First Bell (doors open, students and parents wait in the boot rooms)

8:39 a.m.

Classes begin

10:20 a.m. – 10:30 a.m.

Morning recess

11:40 a.m. – 12:30 p.m.

Lunch break and recess

1:43 p.m. – 1:55 p.m.

Afternoon recess

3:10 p.m.

Dismissal (bus students; then those walking and being picked up)

Attendance

Regular and punctual attendance is critical for academic success. Both provincial law and district policy require all students from age 6 to 16 to attend school. **If a student will be absent from school for any reason, parents are asked to contact the school office in advance.** After hours, parents may leave a voicemail message at our main office number **780.849.4344**, or text us at **780.805.9552**.

When students are absent from school and a message has not been received from parents in advance, the following procedures occur:

- Parents will be contacted to confirm that their child is at home. **Please ensure that we have accurate contact information. If personal contact cannot be made, a voicemail message will be left.**
- If poor attendance becomes an issue affecting the student's academic success, classroom teachers and/or school administration will contact parents to discuss the concern.
- If attendance continues to be a concern, the principal will arrange a conference with parents and the student to discuss the concern and possible solutions.
- If this does not resolve the issue, the principal may contact the Alberta Attendance Board to report the problem.

Communication

Effective communication between school and home is essential to providing the best learning environment for students. To help facilitate that communication, we ask all parents to ensure that the school has their email address on file, and check it regularly. We will do our best to keep parents well informed about what is happening at CJS through email, as well as our website at <https://cjs.hpsd.ca>, and our Facebook page (C. J. Schurter School). Classroom newsletters and webpages will also provide additional information about programs and events.

Computer Use Policy

Computers and networks are in place for educational and research purposes and/or the support of those purposes consistent with the educational objectives of High Prairie School Division. Parents / caregivers must sign a Responsible Use of Technology Agreement prior to their child accessing division technology. Teachers will monitor student access while using school computers. Staff may suspend, deny, or revoke specific student access to computer systems if they are used inappropriately.

Home Reading

CJS has a strong literacy focus, and all staff work to promote and enhance literacy skill development. Students at CJS are encouraged to regularly take home reading materials. Providing on-going opportunities to strengthen reading skills and build reading confidence is an important aspect of learning at CJS. Watch for more detailed information regarding this valuable program from your child's teacher.

Lost and Found

Lost and found is located in the library boot room. Items will be put out on display periodically (Parent-Teacher Interviews, concert times, etc.) to allow for easier inspection. Afterwards, any items that remain unclaimed will be discarded or donated to charity.

Report Cards

Formal report cards will be issued electronically three times during the school year – late fall, mid-spring, and at the end of June. Opportunities for parents and teachers to meet and discuss student progress are scheduled during the year; however, parents should contact their child's teacher if they have any questions or concerns regarding any aspect of learning or school life.

School Council

The CJS School Council is an advisory committee which promotes the well-being and effectiveness of our school community, and thereby enhances students learning. All parents / caregivers of CJS students are members of School Council, and invited to attend monthly meetings held at the school; meeting dates are published in our monthly school calendar. Throughout the year, many important issues that directly impact student's learning will be discussed; parent views and ideas about our school are very important to us. As we aim to provide the best education for our students, we encourage parents to visit us or call with any concerns, comments, or questions.

School Supplies

Students are expected to provide their own basic school supplies. Supply lists are available in the school office or on our website. As the school is not responsible for students' personal property, please label all supplies and student items before they are sent to school.

School Fees

Fees may be levied for services or materials that are over and above what would be considered part of core instruction. Please see the school office for a fee schedule.

Transportation

In-town bus passes are sold in May and June for the upcoming school year on a first come, first served basis; space on in-town buses is very limited, therefore we will stop selling passes when all seats are full. Please contact the HPSD Transportation Department for more details at 1.877.523.3337.

Volunteers

Volunteering benefits your child and strengthens the ties between home and school. Parents wishing to volunteer are asked to contact their child's teacher. Volunteers are expected to:

- sign in and out at the office during each visit
- work under the direct supervision of the teacher
- be aware that student discipline is the responsibility of the school staff
- respect student and staff confidentiality at all times
- support and encourage our Leaders Grow Here philosophy

STUDENT SAFETY

Bicycles, Skateboards, Rollerblades, & Scooters

Students are requested to walk their bikes, skateboards, rollerblades, and scooters while on school property. **Students must wear helmets when riding bicycles – it is the law!** Bicycles must be locked in the racks provided. Scooters and skateboards must be kept inside classrooms or lockers. **The use of "Heelys" footwear is not permitted at school.**

Inclement Weather

Students are expected to wear clothing appropriate to weather conditions at all times. When the temperature drops below -25C (including wind chill factor) or during inclement weather, students will be supervised in their classrooms.

Leaving School Grounds

Students are expected to remain on school grounds at all times. Students leaving school grounds during regular school hours must be signed out from the office by a parent or guardian.

Life-Threatening Allergies

Consistent with our vision of providing a safe and caring environment for all students, High Prairie School Division has implemented a protocol to address life-threatening allergies in the school. The parent / caregiver of a child with severe allergies is expected to advise the principal and teacher about a student's severe allergy when the allergy is diagnosed, at the beginning of each school year, or when the student changes schools, and work with the school to develop an appropriate response plan for their child. All parents are asked to contact their child's teacher before sending in snacks or food items for the class.

Medicine

The High Prairie School Division has approved a policy concerning the administering of medication to students, and there are very specific procedures with forms that must be completed by a parent and family doctor. **For the safety of all students, all medication must be brought to school in the original container, by a parent or caregiver.**

Supervision

Supervision of students begins at 8:25 a.m. each school day and ends at 3:25 p.m. after school, as well as during recess and lunch times, and during bus arrivals and departures. **There is no supervision provided prior to 8:25 a.m. or after 3:25 p.m.**

Traffic Safety

At times the area surrounding the school can be very busy. It is imperative that all vehicular traffic on the roads, in the parking lots, and surrounding the school grounds exercise the highest degree of caution and safe driving practices. It is essential that all signs be strictly adhered to. **The real penalty for failing to do so is that you may jeopardize the safety of children and others using the roads, sidewalks and parking lots around the school.**

Visitors

For the safety for all people in the school, **all visitors and volunteers are required to sign in at the school office.** A visitor badge may be provided for the duration of the visit. In order to maximize instructional time for our students, parents are asked to leave lunches, books, other items, and messages for their children with office staff who will ensure your child receives the item(s). If you wish to speak to a teacher, please make arrangements to meet outside of class time with some advance notice. Disruptions to instructional time impact all students in the classroom.

STUDENT CODE OF CONDUCT

"A safe and caring school is one that is free from the risk of direct or indirect violence. It is a place where members work cooperatively toward a common purpose by undertaking activities, embarking on programs, using resources, and providing discipline that enhances teaching and learning."

Alberta Teachers' Association

C. J. Schurter School is committed to promoting and maintaining a welcoming, safe, caring, and orderly school environment that respects diversity, fosters a sense of belonging, and creates a positive school culture where learning is maximized and students make responsible choices for their behaviour. As the responsibility for teaching appropriate acceptable behavior is shared between the home and school, teachers and parents work together to communicate, model, and reinforce the outlined expectations of respectful 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 and emotional needs, and level of cognitive functioning. Consequences will reflect the frequency, severity, and intensity of the inappropriate behaviour.

The Code of Conduct applies to all members of the school community, including students, parents and caregivers, school staff, volunteers, and visitors when:

- on school property
- traveling on a school bus
- participating in extra-curricular activities
- participating in off-site school-sponsored activities
- engaging in an activity which will have an impact on the school climate

CJS nurtures character, citizenship, and academic and personal success by highlighting the skills of accountability, adaptability, initiative, self-direction, responsibility, problem solving, communication, and teamwork by teaching and creating opportunities to develop these essential virtues.

Character Education

Through a collaborative process of input from staff, students, and parents, our Character Education philosophy focuses on the values of:

- ✓ kindness
- ✓ acceptance
- ✓ honesty

Students are encouraged to help make CJS a great place to grow and learn by applying for student jobs, joining our student leadership team, and by participating in our many class and school activities throughout the year.

We will honour and celebrate positive student behaviours throughout the year through:

- “Shout Outs” during our morning announcements highlight students modeling good behaviour and character, or exhibit behaviours that reinforce our school mission and vision
- at our monthly assemblies, 10 students are selected to receive a “Follow Me, I’m a Leader” award and certificate for consistently demonstrating exceptional citizenship behaviours

Bullying

Bullying is unfair and one-sided behaviour. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose, in person or via multi-media. Bullying can take many forms, such as: hitting and/or punching (physical bullying); teasing or name-calling (verbal bullying or emotional bullying); and sending insulting messages by phone or computer email (cyber bullying). Bullying is repeated over time (day after day, week after week, etc). It is important that adults are vigilant to possible signs of bullying.

Differentiating Between Conflict Behaviours and Bullying Behaviours		
Conflict	vs.	Bullying
equal power – friends	vs.	imbalance of power – not friends
accidental, 1 time event	vs.	purposeful, ongoing
remorse, takes responsibility	vs.	no remorse, blames the victim
effort to solve the problem	vs.	enjoys keeping the problem going

Generally speaking:

- When someone says or does something **unintentionally** hurtful and they do it once, that’s **RUDE**.
- When someone says or does something **intentionally** hurtful and they do it once, that’s **MEAN**.
- When someone says or does something **intentionally hurtful** and they **keep doing it**, even when you tell them to stop or show them that you’re upset, that’s **BULLYING**.

(Trudy Ludwig: Bullying Basics website)

By far, our most effective tool in ensuring appropriate student behaviour is communication with and support from parents / caregivers. As we believe home and school must work together to help students understand that they are responsible for their behaviour, we will make every effort to inform parents of behaviour problems when they begin to occur. Working together with parents, we believe we can intervene and redirect inappropriate conduct.

GENERAL STUDENT EXPECTATIONS

To ensure all students have an opportunity to learn in a safe and caring environment, students will reasonably comply with the following code of conduct:

- be diligent in pursuing studies;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- be accountable for one's conduct;
- respect the rights of others;
- ensure that one's conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report, and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means;
- positively contribute to the school and community

On the Playground, students will:

- play on the equipment according to guidelines
- stay within the boundaries of the playground during outdoor recesses
- walk bicycles, carry skateboards, etc. on school grounds
- avoid rough play, wrestling or play-fighting, including throwing snowballs or other harmful objects
- return to the classroom promptly when the bell rings

In Hallways and Entrances, students will:

- enter and exit through their assigned doors
- remove outdoor footwear upon entering the building, and place outer clothing in designated areas prior to class
- wear non-marking inside footwear
- move quietly through the hallways to avoid disturbing other classrooms

In Washrooms, students will:

- use sanitary supplies appropriately
- respect the privacy of others
- treat school property and supplies with respect

In Assemblies, students will:

- follow the teachers' instruction to enter and leave in an orderly fashion
- sit attentively, and show appreciation politely
- respect the personal space of others and avoid chatting with neighbours

Out-of-class Expectations

There are a number of occasions during the year when students will be involved in activities outside the classroom. On these occasions, students are required to meet the general behaviour expectations as well as the expectations specific to location and activity.

Students are expected to display pride in their school and be on their best behaviour while on any field trip or attending a school-sponsored event, including when travelling on the school bus. Students will adhere to the directions of their teachers and supervisors for the entire duration.

At the teacher's or principal's discretion, a student may be excluded from participating in a field trip or school event when they have displayed an inability or unwillingness to behave appropriately or to follow directions.

STUDENT DISCIPLINE

We believe that all students can conduct themselves appropriately and meet the school's reasonable expectations; however, should a student ignore or abuse the school guidelines, the behaviour will be considered inappropriate and will lead to logical consequences:

- behaviours that interfere with the learning of others; acts of violence; retribution; illegal activity and bullying are subject to consequences that may result in suspension from a class, school, and/or a recommendation for expulsion;
- students will be held accountable for any behaviour and/or communication means used to threaten, harass, intimidate, or assault another person outside of the school if the conduct negatively affects a member of the school or interferes with the school environment.

Minor Offences

All minor misbehaviours will be handled on the spot in class, hallways, playground, or general areas of the school by supervising staff. Interventions will occur quickly and will focus on correcting the student's behaviour and assisting them to make good decisions for the future. The teacher / supervisor may suggest that the student do any of the following (not a complete list):

- have a brief cool down time, away from others;
- stay with the teacher / supervisor and discuss ways to solve the problem;
- move to a different area to play;
- leave the group and find another activity;
- problem solve with the other person when a disagreement arises.

Should the student choose not to co-operate in applying the strategies suggested, or should the problem persist after these strategies have been tried, the student may be directed to meet with a school administrator to discuss the problem and develop a plan of action. Also, in those cases where the problem persists, consequences deemed appropriate by school administration may follow.

Major Offences

Major offences will be categorized as follows:

- conduct, which interferes with or threatens the orderly functions of the school or adversely affects the wellbeing of others;
- conduct injurious to the safety and/or dignity of students or staff.

When a student demonstrates a major misconduct, after considering all mitigating circumstances for disciplinary intervention for each individual student, one or more of the following steps may be taken:

- the teacher / supervisor reports the behaviour to administration;
- the student, teacher / supervisor, and administrator meet to solve the problem and to make clear the formal disciplinary sequence should inappropriate behaviour continue;
- following a thorough review of the incident, the school administrator may choose to do one or more of the following (not a complete list):
 - refer the student to the counsellor
 - assign a detention or time-out
 - call parents and / or schedule a conference with parents
 - have the student and parent / caregiver complete a positive behaviour plan / contract
 - suspend the student in-school
 - suspend the student out-of-school
 - notify the police, if warranted