

2024-2025

School Handbook

Jan Reimer
SCHOOL



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Division Vision, Mission, Values, Priorities



Vision
Enhancing pathways for student success

Mission
Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfilment, empathy and possibility.

Values
Accountability, collaboration, equity and integrity

 EDMONTON PUBLIC SCHOOLS

2022–26
Division Priorities

- 1** Build on outstanding learning opportunities for all students.
- 2** Advance action towards anti-racism and reconciliation.
- 3** Promote a comprehensive approach to student and staff well-being and mental health.



 EDMONTON PUBLIC SCHOOLS



Welcome to Jan Reimer School

At Jan Reimer School we have an exciting opportunity to create a nurturing environment that fosters creativity, celebrates diversity and encourages independence. Our school culture will be built on the foundation of solid relationships, supporting all students, and the creation of a community that will serve all our students and their families. Together we will set high standards for academics and citizenship for our students and honour Jan Reimer’s commitment to community service.

Our School Vision

In the classroom.

Down the hallway.

Across the street.

“ Create the future, change the world.”

Our School Mission

Jan Reimer School invites wonder, hope and stewardship. We are building foundations that strengthen relationships, cultivate integrity and promote a desire to give back. Our School community provides creative and innovative learning opportunities that are relevant, inspiring, and engaging. We strive to maintain an environment that facilitates teamwork, respect and meaningful learning.

Our Two Expectations of all Students and Staff

- Be kind
- Do your best

Jan Reimer School Staff

Name	Position	Room #
Mrs. Debbie Petkau	Principal	Office
Mrs. Rachel Davison	Assistant Principal	Office
Mrs. Jana Haman	Assistant Principal	Office
Mrs. Nadine Ley	Curriculum Coordinator	Office
Mrs. Laura Crawley	Lead Administrative Assistant	Office
Mrs. Sejal Patel	Administrative Assistant	Office
Ms. Lori Arledge	Administrative Assistant	Office
Mrs. Carly Ness	Music	152
Ms. Andrea Pollock	Music	155
Mrs. Susan Sundlie	Kindergarten	109
Mrs. Nola Schantz	Kindergarten (Fri)	104
Ms. Proteeti Biswas	Kindergarten (Mon-Thurs)	104
Mrs. Tyla Cooper	Grade 1	10
Ms. Teruni Jayawickrama	Grade 1	13
Mrs. Shaunda Miller	Grade 1	11
Mrs. Eileen Virani	Grade 1	12
Miss. Rupinder Grewal	Grade 2	005
Mrs. Roz Kmech	Grade 2	006
Mr. Billy Letawsky	Grade 2	007
Ms. Alex Garvey	Grade 2	121

Mrs. Heather Mackewich	Grade 2	008
Mrs. Lynn Brown	Grade 3	004
Mrs. Jodee Brennan-Frois	Grade 3	001
Ms. Amanda Bursey	Grade 3	004
Mrs. Nicollette Sharp	Grade 3	003
Mrs. Jennifer Graves	Grade 3	009
Mrs. Meaghan Eremenko	Grade 4	111
Mr. Dean Fitterer	Grade 4	113
Ms. Cheryl Ward	Grade 4	122
Mrs. Amanda Wragg	Grade 4	112
Mrs. Cherilyn Correa	Grade 5	206
Ms. Lara Luft	Grade 5	207
Mrs. Sarah Michael	Grade 5	205
Ms. Chloe Hooft	Grade 5	213
Ms. Melissa Robinson	Grade 6	214
Ms. Leanza Huber	Grade 6	217
Ms. Toni Hildebradnt	Grade 6	203
Mr. Bryan Cunningham	Grade 6	204
Ms. Krystal Eliuk	Junior High	222
Mr. Steve Beil	Junior High	242
Mrs. Annie Lee	Junior High	239
Mr. Herman Chang	Junior High	243
Ms. Lena Truong	Junior High	237
Ms. Natalie Corbett	Junior High	232
Mrs. Tamara Metez	Junior High	222

Mrs. Dena Boyle	Junior High	235
Ms. Emma Saretsky	Junior High	223
Mrs. Caitlin Twomey	Connections	126
Ms. Ann Hill	Educational Assistant	
Mrs. Karla Bitanga	Educational Assistant	
Ms. Sheena Saunders	Educational Assistant	
Mrs. Angela Leew	Educational Assistant	
Ms. Carmen Levesque	Educational Assistant	
Mrs. Amy Hernandez	Educational Assistant	
Ms. Charlene Dumont	Educational Assistant	
Ms. Joanne Landry	Educational Assistant	
Ms. Louise Sutton	Educational Assistant	
Mrs. Christy Suvanto	Educational Assistant	
Mrs. Myra Almonte	Educational Assistant	
Ms. LJ Juarez	Educational Assistant	
Mr. Roy Bombeo	Head Custodian	141
Mr. Albert Malinao	Custodian	141
Mr. Roy Abordo	Custodian	141
Mr. Ranel Bautista	Custodian	141
Mr. Ghynly Mansingit	Custodial Assistant	141

School hours and timetables

The school office is open 8 a.m. to 4 p.m. daily.

Kindergarten

	AM Kindergarten		PM Kindergarten	
	Mon, Tues, Wed, Fri	Thursday	Mon, Tues, Wed, Fri	Thursday
First bell	8:30 a.m.		12:14 p.m.	11:51 a.m.
Instruction begins	8:35 a.m.		12:19 p.m.	11:56 a.m.
Recess	10:15 - 10:30 a.m.		2:10 - 2:25 p.m.	No Recess
Dismissal	11:31 a.m.	11:12 a.m.	3:20 p.m.	2:19 p.m.

Grade 1 to Grade 6 schedule

	Mon, Tues, Wed, Fri	Thursday
First bell	8:30 a.m.	
Instruction begins	8:35 a.m.	
Morning recess	10:15 - 10:30 a.m.	
Lunch	11:45 a.m. - 12:25 p.m.	
Instruction begins	12:25 p.m.	
Afternoon recess	2:10 - 2:25 p.m.	No Recess
Dismissal	3:20 p.m.	2:19 p.m.

Grade 7 to 9 schedule

	Mon, Tues, Wed, Fri	Thursday
First bell	8:30 a.m.	
Instruction begins	8:35 a.m.	
Lunch	11:45 a.m. - 12:25 p.m.	11:45 a.m. - 12:25 p.m.
Instruction begins	12:30 p.m.	12:30 p.m.
Dismissal	3:12 p.m.	2:19 p.m.

Attendance

Regular school attendance is important to a student's academic success. Students are expected to attend classes regularly and be on time. If chronic lates or absences develop, parents will be contacted to ensure a solution is reached. It is the school's responsibility to inform the Provincial Attendance Board (and/or any other appropriate agency) of any students with chronic attendance or punctuality problems.

Illness

Normally, **students who are too ill to go outside for recess are too ill to be at school.** This is particularly true in the case of severe colds. Students who come to school when ill raise the risk of infection for other children and staff, and would probably recuperate faster at home.

Absences

To help us monitor student attendance, we ask that parents contact the school if their child is going to be absent or late. **Please use SchoolZone to report your child's attendance or call (587) 489-4716 to leave a message reporting an absence before or after school.** To help ensure the safety of children en route to school, our automated call out system will call the number provided on your child's registration form if your child is absent and the school has not been notified. It is vital that the school has current home, work and emergency telephone numbers.

If a child must leave school prior to the end of the school day parents or guardians are required to sign out at the school office.

Lates

Students arriving late to school must pick up a welcome slip at the office before going to class. Please use the front school doors when you arrive after 8:35am.

We encourage parents to support attendance by helping their child get to school on time. Students who are late often miss important routines, information and instruction that impact the rest of the learning that day.

Early Pick-Up / Change in Pick-up of Students

We know that sometimes circumstances require a change in the regular routine when it comes to your child's normal dismissal time. Teachers are often busy with their classes and therefore are not always able to check their emails during the day. As a result, we would ask you to follow the following procedures.

- Where possible, please discuss the changes with your child in the morning before school starts.
- As soon as possible please contact the school office either by email (janreimer@epsb.ca) or by phone (587-489-4716).

- If you are contacting the school after noon on the same day as the change in plans, please call and talk to the office (do not email or leave a voicemail) so you can ensure the information is received.
- If we receive a call after 3:05pm we cannot be sure that we will be able to contact students about alternate arrangements. This is a very busy time for the office and we may not have the opportunity to track students down.
- Classes will not be interrupted so that parents can speak to their children; if we need to pass a message along to students, at 3:10pm we will make an announcement for them to come to the office after school.

We believe that it is important to support your family to make routines as smooth as possible. If you have any further questions, please feel free to contact the school.

Cell phones

Student cell phones:

- must be stored in student lockers during all instructional blocks (must be turned off).
- may be used during the lunch break if responsible use of technology agreement [LINK](#) has been signed.
- elementary students will have cell phones turned off and put away for the duration of the school day.

Lack of adherence to this policy will result in:

- Reminder to store cell phone in locker (first time)
- Cell phones taken to the office for the remainder of the day.
- Continued occurrence will result in a discussion with home and the student will not be allowed to have the cell phone at school.

Refusal to follow policy or unacceptable use of cell phones will result in:

- Loss of cell phone access for the day.

Eating at school

Lunch Program

For a monthly fee, we offer a safe and comfortable lunch hour accommodation for students. Participating students are expected to behave in a respectful and responsible manner. Failure to do so will result in students having to spend their lunchtime eating in the office.

Registering for lunch supervision

Those interested in using our lunch program supervision service must be registered. To participate in

the program, parents and their children must complete the registration form (found on SchoolZone) and pay fees.

Monthly lunch fees cover supervision of student(s) for the lunch period. Using the Division's fee calculator as a guide, we set the lunch-time fee for elementary/junior high students at the beginning of September. The lunch supervision fee can be paid as an annual fee in September or paid by the month at the first of each month, otherwise the privilege of eating lunch at school may be removed and parents must make alternate arrangements.

Please note: Students who take yellow bus service and are deemed a conditional rider, are to still pay the lunch supervision fee. If you are an approved rider, lunchroom fees are exempt when a school bus pass has been paid.

Leaving school property during lunch period

Jan Reimer is a closed campus meaning all students are not to leave the school during lunch break without prior permission from parents.

For K -9 students, please make alternative arrangements to be off school property until the afternoon classes bell rings at 12:25pm. if your child is:

- *not* participating in the school's lunch program.
- attending Greenfield out-of-school-care.

Students returning to school after lunch at home:

- Grades 1 - 3 students returning to the school following lunch should enter through the front doors of the school no earlier than 12:20. They will be held at the front doors until the first bell when they will go to their classrooms.
- Grades 4 - 6 students returning after lunch from home should go to their entry door to come in with their classes.

Bringing food to school

There are a number of students at Jan Reimer School with severe nut allergies, so it is absolutely critical that **nuts and nut products are not brought to school**. Doing so puts these students' health and safety at risk.

Student safety and well-being

Supervision

We provide supervision before school at 8:15am, during the lunch break starting at 11:45, and after school until 3:30pm and for all clubs and activities. Staff on supervision can be identified by their

bright yellow vests. Supervisors are also on for all recess breaks.

School security

Our outside doors are locked during the day. To come inside, parents and other visitors must ring the buzzer at the entrance and sign in at the front office.

Emergency drills and procedures

Our school emergency preparedness plan has been developed for the evacuation, physical protection and emotional well-being of students and staff. In accordance with Division policy, we practice fire drills and security alert drills during the year.

If we need to close Jan Reimer School during the school day for non-weather related reasons, we will relocate students to Divine Mercy School (2720 Orchards Rd SW). In this event, students will be sent home at regular dismissal times unless alternative arrangements are made with parents. After hours, decisions affecting school closures will be announced through the local media (primarily radio). Though efforts will be made to contact parents by phone, a staff member will be at the school to meet students and parents who arrive and are unaware of the situation.

Injury and illness

If an injury happens:

- inside a classroom, it must immediately be reported to the teacher.
- outside the classroom, it must be reported to a supervisor and the office.

An accident report must be completed and filed in the office.

If a student becomes ill or is accidentally injured while at school:

- The school will contact the parent, guardian or person listed as the emergency contact on the student's file and ask to have the student picked up.
- Students who are ill should remain at home until well. Please notify the office if your child is staying home when sick.
- The school will seek medical attention for the student and notify the parent or guardian as soon as possible if the illness or injury is serious

Please make sure you provide emergency phone numbers on the school registration sheet and keep all contact numbers up-to-date. It is important that you let the school know every time there is a change in phone numbers (i.e., home, work and emergency).

Medication

For students who require prescribed medication that needs to be administered during school hours, parents must complete a Medication Administration Form (available at the school office). The medication must be kept under lock and key in the office and in the container provided by the pharmacy. Medication cannot be administered by office staff unless the school has proper documentation signed by the parent and physician. **Students may not administer prescribed**

medication themselves. If a student may need an EpiPen, please ensure they have a way to carry it themselves. The office does not have medication such as Tylenol[®] or aspirin to provide students.

Road and school grounds safety

Please send students to school when supervision is provided in the morning and afternoon (8:15 am and 12:20 pm), and insist your children use crosswalks and obey school patrols.

Parking and traffic

Drop off

- **Drop off will only be in the loading zone on Orchards Blvd.**
- Bus drop off only will be in drive through.
- Drive through is closed to parents from 8:00 - 9:00 AM,, lunchtime and 3:00 - 4:00 PM daily. (2:00 - 3:00 PM Thursday)
- Do not use the staff parking lot to drop off or pick up students.

Parking

- Observe the *No Parking* signs in front of and near our school when dropping off or picking up students.
- Do not use the handicap stall unless you have a valid sticker on your vehicle.
- Do not block the gate to the playground or the area in front or beside the waste disposal bin. This area needs to remain clear for emergency vehicle access.
- Visitor parking is available in designated areas only.
- Do not park in the drop-off zone during peak hours; it creates dangerous situations for our children.
- Do not park in the staff parking lot. These stalls are paid for by staff, and anyone parked there will be ticketed and towed at the owner's expense.

Travel to and from school

As students move to and from school, their safety is a shared responsibility between home and school. Please ensure your child:

- doesn't arrive until morning supervision begins at 8:15am.
- goes home right after school (unless they are meeting or helping a teacher, or involved in a school activity).
- makes arrangements with you ahead of time if they plan to stay after school or go somewhere other than home. If you're unable to pick up your child at dismissal, please make alternate arrangements ahead of time.

According to the *School Act*, students are under the jurisdiction of the school administration when they leave your care in the morning until they report back to parents or caregivers after school.

Visitors

Visitors must report to the office and sign in before going to classrooms. They will be provided a visitor badge and are asked to wear this while in the school.

Weather

Even in snowy, cold or rainy conditions, all students are expected to go outside during recess. For that reason, children should wear appropriate outdoor clothing. Only in the case of heavy rainstorms or temperatures at or below -23°C will outdoor recesses be canceled. When outdoor recess is canceled, classes will be dismissed at the regular time.

Personal property

The safekeeping of all property rests with students. The school does not carry insurance that will cover the loss of students' or teachers' personal belongings and is not responsible for any personal property. To help minimize lost items:

- label lunch kits, outer clothing and footwear.
- encourage students to put their mittens, hats and scarves in their coat sleeves.
- make sure toys, electronics, cell phones and other expensive items are left at home.

Lost items are placed in lost and found boxes. Please check these boxes on a regular basis. To assist students in reclaiming lost items, the contents of lost and found boxes will be placed on tables in the hallway three times a year. Twice a year, unclaimed items will be donated to charity.

Bicycles and other wheeled devices

Students who bring bicycles, scooters, skateboards or rollerblades to school do so at their own risk. In addition, roller runners (or wheelies) are not allowed on school property. Please ensure:

- your child wears a helmet.
- your child walks their bicycle/scooter/skateboard/rollerblades once on school premises.
- your child locks their bicycle in the bicycle racks.
- you record the serial number and leave it in a safe place at home.
- your child, if wearing rollerblades, carries outdoor shoes with them and puts them on before entering the school.

If for any reason students do not meet these expectations, they will be asked to leave their bikes, roller blades, scooters or skateboards at home.

Student supplies and clothing

School supply lists for each grade are posted on our website. Damaged or lost textbooks, library

materials or books will be charged to students.

Suitable clothing and footwear should be worn relative to weather conditions. All students are expected to remove their outdoor shoes at the entrance. **Another pair of shoes needs to be worn indoors.** These shoes can also be worn in the school gym. This policy is in place to ensure our school is kept clean for our student and parent community. This also teaches students respect for their environment and provides support for our custodial team.

Assessment

Progress reports are posted on SchoolZone three times a year: November, March and June. Although we have scheduled parent-teacher conferences, parents are encouraged to share information or concerns about their child's learning as the need arises.

Review the *Jan Reimer's Assessment Policy* on janreimer.epsb.ca for more information about assessment, progress reports and homework.

Field trips

Students have the opportunity to participate in various field trip experiences throughout the year. As written permission is required, parents are notified in writing about all field trips. Field trip fees will be collected once a field trip has been approved by the Administration. This fee will appear on your child's fee sheet.

Before each trip, teachers will distribute a Parental Consent Form. If the consent form is not returned, students will not be eligible to participate in the field trip and an alternative assignment and supervision will be provided.

No student will be refused the right to participate in a curriculum-based field trip due to lack of funds if the situation is brought to the principal's attention. If, at any time, prior to the planned field trip, the school determines that a student's behaviour does not warrant the privilege of attending the field trip, an alternative assignment and supervision will be provided at the school. Please know that insurance is a parental responsibility.

Out-of-school care

[Greenfield School Age Day Care Association](#) will provide child care at our school. This child care provider will serve students from Grade 1 to Grade 6 who attend Jan Reimer School. To find more information and register, email the child care provider at gsad_ed@telus.net or call 780-435-4532.

Safe Contact

Every Division school has a staff member trained as a safe contact to:

- consult, support and advocate for sexual and gender minority students and families to feel

safe, valued, respected and fully included in their school community.

- encourage these students and families to actively participate and positively contribute to their schools and communities without fear of their personal safety or well-being.
- share professional resources and information on sexual orientation and gender identity topics with staff, students and the larger school community.

Our safe contact staff member helps us create a safe, inclusive, respectful school environment for students and their families.

Respectful Learning and Working Environment

Edmonton Public Schools, in cooperation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone. Please help us achieve this goal by interacting in a manner that respects the dignity and value of others.

Behaviour plan

Through respect for ourselves and others, we create a friendly, safe and welcoming school environment where students will feel free to be themselves and achieve their learning potential. Jan Reimer School is committed to ensuring that **our** working and learning environment fosters positive relationships and a collaborative, accepting environment. We will do this by building, maintaining and restoring relationships.

Our beliefs

Jan Reimer School staff believe that all children learn best in a positive and engaging learning environment, with clear and consistent expectations. This helps students develop responsibility for their own learning and behaviour.

- We believe that all students have the right to learn in a safe and positive environment.
- We expect that all students and staff will be treated with dignity, respect and fairness.
- We expect students to behave in a respectful manner that does not interfere with the rights of others.

Learning and behaviour expectations

We believe that students perform better when they know what is expected of them. Our school-wide Student Rights and Responsibilities has been developed by school staff and is communicated to students by teachers in the classroom. Classroom norms have been developed by classroom teachers, and these are the same in every classroom in our building. This provides children consistency in

understanding the behavioural expectations for everyone, everywhere in our school.

School expectations for students

1. Do your best

- Attend regularly and be on time.
- Be organized and ready to begin work at the start of each class.
- Complete work.
- Take part in group discussions and projects.
- Take risks in learning to grow.

2. Be Kind

- Respect yourself, other students and adults.
- Use acceptable language.
- Respect the rights and property of others.
- Make sure friends get help if they need it.

Restoring relationships

Our goal is to help students become positive, productive citizens within and outside our school walls. Although staff typically focus on the positive, there are times when students will make inappropriate choices. When a child makes an inappropriate choice, we will work with them to try to help them learn from the mistake and restore any harm caused.

A strong relationship between home and school is essential when dealing with student choices. In order for change to occur, the student needs to know that both the home and school are working together. When an inappropriate choice results in a consequence, it is important that the student understands why the resulting action is being taken and how the student can make the situation right.

Inappropriate choices

Minor forms of inappropriate choices will be dealt with on an individual basis by restoring the relationship that was harmed and discussing how to make better choices in the future.

Major forms of inappropriate choices are those for which the school and Division have a zero tolerance. These will be dealt with severely. Some examples of major offenses are:

- Open defiance to authority
- Physical or emotional abuse of others
- Abuse of property.
- Continuous disruptive behaviour
- Possession of a weapon
- Possession of drugs

When dealing with major infractions, our staff may:

- problem solve with all parties involved with the goal of restoring relationships.

- remove privileges for short or long term.
- make alternate learning arrangements in and out of school.
- require restitution for property damage to the school or individuals.
- make referrals to other professionals such as: social workers, police officers, the Alberta Attendance Board, child welfare workers or other agencies.
- suspend a student from class or from attending the school.
- recommend expulsion from the school.

Jan Reimer School will immediately involve the Edmonton Police Service for any illegal activities.

Birthdays

Birthdays come only once a year but when they do, they are special occasions at Jan Reimer School. Birthdays will be celebrated in individual classrooms. Instead of supplying birthday treats, we encourage families to donate a book to their child's classroom library. The child will present the book to the class by reading it to classmates. We will provide a label for each donated book.

Communication

We believe strong ties between school and home help create a positive, supportive learning environment for students.

SchoolZone

SchoolZone is our primary source for school information. Please ensure you are keeping up to date with information shared. Teachers will also use Google classroom for updates for individual classrooms.

On schoolzone.epsb.ca, students and parents can access:

- homework assignments
- attendance records
- school news and Division events
- progress reports
- selected online educational resources from participating classroom teachers
- school fees.

Log-in information will be sent home the first week of school.

Student Messages

Classes will not be interrupted so that parents can talk to students. If possible, please make plans before the school day. In case of an emergency, the office will take a message and do its best to relay

the message to the student between classes.

Classroom communication

Teachers communicate with parents through notes sent home, phone calls, class newsletters, email and SchoolZone. Our school website is janreimer.epsb.ca.

Social media

- Facebook [@JanReimerSchool](https://www.facebook.com/JanReimerSchool) This is maintained by parents in our school.
- Instagram [@janreimer](https://www.instagram.com/janreimer) This is maintained by school staff.

Concerns

We hope you do not have a problem with the school, but if you do, we are committed to finding a solution at the school level. Please be sure to communicate your concerns in a timely manner as we cannot address concerns that we don't know exist. **Always start by discussing your concerns with your child's teacher.** If you are not satisfied with the outcomes, then please contact the Principal.

Fees

All student fees, with the exception of bus and lunch fees, are due and payable by September 30, 2023. Parents paying for bus and lunch fees monthly need to pay in the office before or on the first of each month. Payment plans may be arranged that will meet all our needs. Payments can be made in person or online using Visa, Mastercard or Interac via SchoolZone. **We do not accept cash or cheques.**

Library

Our Jan Reimer School library is a wonderful space designed for teaching and learning. Parents, students, staff and community are welcome to come in and see what we have to offer. Our focus is on bringing books into children's lives to develop a lifelong love of reading.

Lost, overdue and damaged books

The cost of lost books is the responsibility of the borrower. Students must return overdue books or pay for lost and damaged books before they can sign out additional books.

Parent involvement

We want students to have the best opportunity to learn and grow into healthy, successful young people. For the school to do the best job possible, we need parent involvement. Research has shown that when parents take an interest in education, students are likely to achieve well in school. We appreciate your involvement in:

- helping coordinate school events or tasks.
- assisting with field trips.

- participating in the School Council.
- mentoring students.
- providing clerical assistance.
- preparing classroom material.
- reading with individual students.

If you have a special talent, skill or hobby that you'd like to share with our school, please let us know.

Jan Reimer School Council

Parents, teachers, principal, staff and community representatives work to promote the well-being and effectiveness of our school community to enhance student learning. A school council helps facilitate collaboration among all education partners in our school. All parents of students at Jan Reimer School are members of the school council. This group will meet regularly to support positive student learning experiences.

Volunteers

Jan Reimer School's parent groups support our goal of continuous improvement of students' educational experiences. The staff at Jan Reimer School is grateful to all who volunteer their time and talent to assist our programs. These contributions serve to strengthen the vital bond between school and home and benefit everyone—most importantly the students. **All volunteers entering the school must sign in at the office** before proceeding to their volunteer area.

We request that all volunteers complete the Volunteer Registration Form (available on SchoolZone) which outlines the Volunteers' Code of Ethics:

- Respect the confidentiality of the teacher and the children and refrain from discussing them outside the school situation. If you have questions or concerns, share them with the teacher.
- Practice tolerance and understanding towards the children and teachers with whom you come in contact. Be sensitive and supportive to the teaching role. Strive for acceptance of all children.
- Be dependable. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you must be late or absent, arrange for an acceptable substitute.

All drivers and parents who volunteer on overnight field trips will require a police records check. There will be no charge for this requirement.

Technology

Please see the *Jan Reimer Responsible Technology Use Statement* [LINK](#) on SchoolZone. Cell phones are not to be taken to or used in class without explicit teacher instruction.

Students in Grade 7-9 are encouraged to Bring Your Own Device (BYOD) for use at school in the form of a Chromebook. More information about our BYOD program can be found [here](#).

Transportation

Edmonton Public Schools require that every student riding a yellow bus show a valid bus pass. This pass provides identification in the event of an emergency and assists in monitoring behaviour. Students may purchase their bus pass in the morning before classes and at each recess, or parents may forward payment before or on the 1st of each month.

Yellow bus service

Students living in the Summerside West areas may be eligible for yellow bus service. Applications for yellow bus service are available at the school office. While on the bus, students are expected to remain seated in a quiet manner, and follow the instructions of the driver. School behaviour expectations [LINK](#) must also be demonstrated on the bus. Please remember that in inclement weather buses may run late. You may check SchoolZone for the status of your child's bus. Please keep the office informed of any changes in contact information, pick up address or drop off address.

Requesting a bus route change

Bus routes are subject to changes. Our Division requires a **minimum two week notice** to discontinue or suspend busing. If the office is not notified, parents will continue to be charged monthly. Once a student's busing is discontinued, students will not be allowed on the bus, unless a new application for busing is made. Parents of students who take the bus are not charged for lunch supervision. If busing is discontinued and the student stays for lunch, the parent will be charged for lunch supervision. Learn more about [making changes to bus routes](#).

Edmonton Transit Service (ETS)

ETS bus passes are available for purchase for junior high students who live outside the designated fixed route areas.



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EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools is helping to shape the future in every one of our classrooms. We're focused on ensuring each student learns to their full potential and develops the ability, passion and imagination to pursue their dreams and contribute to their community.