

Jubilee Elementary School

School Handbook

2026/2027



Jubilee, a joyful place to be!

## **Welcome to a new school year at Jubilee Elementary!**

We are excited to begin another year of learning, growth, and connection with our students and families. Each new school year brings opportunities to build relationships, discover new interests, develop new skills, and celebrate the many successes of our students. At Jubilee, we believe that every child deserves to feel safe, valued, supported, and challenged to reach their full potential. As we begin the year together, we look forward to working in partnership with families and our school community to create an environment where everyone can learn, grow, and thrive. We are so glad to have you as part of the Jubilee family and look forward to making this another **joyful year at Jubilee!**

## **Staff**

### **Contact details:**

In the Northwest School Division, our main method of communication is Edsby. This is how you can communicate directly with your child's classroom teacher, the office, or the administration. If you have an urgent reason to communicate, or issues to be dealt with before the end of the day, please call the school office by 3:15 as teachers may not see a message while teaching.

Edsby is also how teachers communicate regarding assignments and assessments. Please use this app to stay up to date on your child's progress.

You may also email the school office at [je.school@nwsd.ca](mailto:je.school@nwsd.ca) or phone us at 306-236-4491.

### **School Supplies:**

If you would like a school supply list, please request one from the office. If you would like to participate in our school supply program, simply pay \$50 online or at the front office and the necessary supplies will be provided for your child. Outside of this \$50, students require personal items: backpack, lunch kit, water bottle, and headphones or ear buds. We do request that this payment is made during the first week of school, however, if you require a payment plan, please see the front office.

**Attendance:**

Regular and punctual attendance is an important part of a successful elementary school experience. Each school day provides students with opportunities to learn new skills, practice important concepts, build relationships, and participate in classroom and school activities. When students are frequently absent or arrive late, they can miss valuable instruction and may find it more difficult to keep up with their peers. Consistent attendance also helps students develop important habits such as responsibility, organization, and commitment. We recognize that illness and unexpected circumstances sometimes make absences unavoidable; however, whenever possible, we encourage families to prioritize regular, on-time attendance so that students can make the most of their learning and enjoy all that Jubilee has to offer.

At this age, we consider student attendance to be a parent responsibility. Therefore, attendance does not fit under our discipline policy. However, when a student has missed a significant amount of school, we may need to prioritize opportunities to catch up on missed learning and assessments before participating in certain in-school or out-of-school curricular and extracurricular activities.

**Bell Schedule:**

Morning: 8:55

Lunch Recess: 11:47

Eat Lunch: 12:18

Classes Resume: 12:37

End of Day: 3:30

**When you are late or coming into the school during the day**

It is wonderful for students to have a few minutes to connect with friends and enjoy some outdoor play before classes begin. Students are welcome to arrive at school after **8:30 a.m.** to enjoy this time. For safety reasons, we ask that students not arrive before 8:30, as there is no supervision available prior to this time.

If students arrive late, please have them go through the main doors to the office to get a stamp. These are the only doors open throughout the day. A stamp lets the classroom teacher know that attendance has been adjusted for this student.

If you are entering the school or picking up your child during the school day, please come in to the school office to do so. We do not send students outside to wait unsupervised. Our side doors are locked for safety reasons and to control traffic coming through the school.

## **Lunch Guidelines**

Please send your child with lunch each day, or have them go home for lunch. If you are in need of a free lunch for your child, please call the school and request a free lunch when necessary.

On Fridays, we offer a pizza lunch. Students may bring \$5.00 or parents may purchase a pizza card on SchoolCash online. These cards must be purchased by 9 am on Friday to be valid for that school day.

The milk program offers white or chocolate milk. We do not accept cash for milk, but you may purchase a card online for \$20 which is good for 15 milk.

## **Cell Phone Policy**

### **Jubilee School Policy**

#### **Use of Personal Electronic Devices**

Jubilee School understands that electronic devices can be a valuable educational resource. However, at this age level, any projects, activities, or assignments that require technology will be done on NWSD devices.

Jubilee School understands that some students may have Personal Electronic Devices for before and after school purposes.

For the purposes of this policy, the term Personal Electronic Devices includes, but is not limited to, cell phones, smartphones, tablets, smart watches and portable video game systems.

**Procedures:**

1. Personal Electronic Devices will be stored out of sight and in silent mode for the school day.
2. Exemptions approved by the school principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. This exemption will require supporting documentation related to medical or educational accommodations.
3. The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.
4. Staff should model the established expectations of the school/classroom plan and only be using phones for work purposes during the school day.
5. The response to the use of personal technology during the school day falls under the Jubilee School Discipline Policy.

**Jubilee Elementary Student Behaviour and Discipline Guidelines**

At Jubilee Elementary, our goal is for every student to experience a school environment that is safe, challenging, supportive, and enjoyable. We want our school motto, "Jubilee, a joyful place to be," to be reflected in the experiences of every student and staff member.

Creating this environment requires shared expectations and a consistent approach to student behaviour. Jubilee Elementary has developed clear and concise behaviour and discipline guidelines that align with the Northwest School Division Discipline Policy. The rights and responsibilities of students, parents/guardians, and teachers are an important part of this approach and are included in this document.

For the complete school division policy, please refer to NWSD Administrative Procedure 355 – Appendix: Discipline Policy Manual.

## **Teaching and Supporting Positive Behaviour**

At the elementary level, we recognize that students are still developing the social, emotional, and behavioural skills necessary to be successful at school. Behaviour is an opportunity for teaching and learning, and staff will make reasonable efforts to support students in understanding expectations, developing appropriate skills, repairing relationships, and making positive choices.

When ongoing support, instruction, and intervention are not sufficient to address a behaviour, the school discipline process will be implemented. Our approach is intended to be consistent, fair, progressive, and responsive to the individual circumstances of each student.

The following examples provide general guidelines for behaviours that may be considered minor, middle, or major. Staff and administration will consider the circumstances, frequency, severity, and impact of a behaviour when determining an appropriate response.

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### **Minor Behaviours**

Minor behaviours are generally addressed by the classroom teacher or staff member supervising the student. When these behaviours occur regularly, parents/guardians may be contacted. If concerns continue, additional school-based supports may become involved, such as administration, the Wellness Coordinator, Student Services Teacher, or Classroom Complexity Teacher.

Examples may include:

- Being unprepared for class
- Incomplete homework
- Pushing or running in hallways
- Talking at inappropriate times
- Inappropriate behaviour during assemblies or school-sponsored activities
- Not following staff directions
- Throwing objects when there is no safety concern
- Not keeping hands and feet to oneself
- Off-task behaviour
- Calling out or interrupting
- Inappropriate cell phone use

- Isolated incidents of inappropriate language

**Possible responses may include:**

- Time away from the classroom
- Making amends or repairing harm
- Assigned school service
- Behaviour support plans or contracts
- Proactive visits to the office
- Parent/guardian communication or meetings
- Seating or environmental changes

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**Middle-Level Behaviours**

Middle-level behaviours are generally addressed by the attending staff member, with administration being informed for documentation, tracking, and/or follow-up purposes. Parents/guardians will be contacted when a middle-level behaviour occurs more than once or when the circumstances warrant additional communication.

Examples may include:

- Inappropriate use of electronic equipment
- Cheating on assignments, tests, or quizzes
- Disrespectful behaviour toward staff
- Dishonesty or lying
- Non-compliance with reasonable staff directions
- Teasing or derogatory remarks
- Spreading rumours or gossip
- Leaving the classroom without permission
- Play fighting
- Throwing snowballs

**Possible responses may include:**

- Time away from the classroom
- Seating or environmental changes
- Making amends or repairing harm
- Assigned school service
- Behaviour support plans or contracts
- Office visits

- Restriction of privileges
  - Parent/guardian meetings
  - Conflict resolution or restorative conversations
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### **Major Behaviours**

Major behaviours are referred to administration immediately. These behaviours may require a more significant response based on the nature and severity of the incident, the circumstances involved, and the student's previous disciplinary history.

Examples may include:

- Repeated middle-level behaviours
- Spitting
- pantsing
- Destruction or significant damage to property
- Inappropriate or unsafe use of technology
- Chronic use of inappropriate language
- Possession or use of weapons
- Threats of harm to oneself or others
- Physical aggression
- Ongoing targeted teasing or bullying
- Leaving the school building without permission
- Theft
- Serious disruption to the learning environment after appropriate interventions have been attempted
- Severe defiance after appropriate interventions have been attempted
- Fighting
- Snowball incidents resulting in property damage or injury to another student

### **Possible responses may include, but are not limited to:**

- In-school suspension
- Out-of-school suspension
- Parent/guardian meetings
- Restriction of privileges
- Removal from special activities or events
- Restorative or conflict-resolution processes
- Financial restitution for property damage, where appropriate

The response to a major behaviour will take into consideration the severity of the incident, the circumstances surrounding the behaviour, the impact on others, and the student's previous disciplinary history.

We have consequences because we care!

### **Our Shared Responsibility**

At Jubilee Elementary, we believe that maintaining a positive school environment is a shared responsibility. Students, staff, and families all play an important role in creating a school where everyone feels safe, respected, included, and ready to learn.

Our goal is not simply to respond to inappropriate behaviour, but to help students learn from their experiences, develop positive skills, take responsibility for their actions, and successfully re-engage in their school community.

Together, we can make Jubilee truly “a joyful place to be.”