

J. H. Moore Elementary



2026 - 2027

J.H. MOORE ELEMENTARY SCHOOL STAFF 2026-27

Colin Covey	Principal/Grade 6	Jade Wallace	Grade 6
Jayne Tebay	SSST	Rhea Arnold	Grade 5/6
Brenda Skinner	Administrative Assistant	Brooke Cardiff	Grade 5 / Grade 1
Sarah Rempel	Library / Technology	Nicola Stansfield	Grade 5
Kelly Brinkman	School Custodian	Kara Tameling	Grade 4/2
Laura Cruickshank	Educational Assistant	Morgan Vogel	Grade 3
Carolyn Eagles	Educational Assistant	Loralee Bedford	Grade 2
Darlene Green	E.A/W.C.	Kathleen Gunn	Gr.1
Heather Peters	Educational Assistant	Kelsey Getzinger	Kindergarten / Grade 1
Kim Gareau	Educational Assistant	Sam Grant	Pre-K / Grade 4
Stacey Jansen	CCT		

SCHOOL HOURS / TIMETABLE

Main office hours are 8:30 a.m. to 3:30 p.m. Our Administrative Assistant is available during these hours to answer phone calls and accept deliveries.

JHM operates on a 6-day cycle. School days are designated Day 1 – Day 6 and do not follow the calendar days of the week.

8:30am	Arrival begins (students on playground)
8:45am	First Bell (soft start in classrooms)
9:00am	Classes begin
10:40am	First Nutrition Break/Morning Recess
11:20am	Instructional Block #2
1:00pm	Second Nutrition Break/Afternoon Recess
1:40pm	Instructional Block #3
3:15pm	Bus Students' Dismissal
3:20pm	Town Students' Dismissal

STUDENT DROP-OFF / PICK-UP

The parking lot in front of main entrance doors is a high foot-traffic area for our students, particularly those walking to the bus lane. Families bringing their children to school by vehicle are asked to drop off from the street. Loading and unloading your children on to the east sidewalk is the safest option. Please avoid drop-offs on the opposite side of the street.

Staff/school division vehicles must remain parked on the lot from 8:45a.m. – 3:30p.m. to keep our students safe during arrival and dismissal.

Please do not park in the designated handicap zone parking/drop off.

EMERGENCY CONTACTS

To follow proper procedure for any and all emergencies it is important that we have on file a contact person and billet home for your child (children). Information on our student registration forms will be updated yearly in September.

If any of your family's contact information changes throughout the year, please be sure to let the school know so we may also update our records.

SCHOOL TELEPHONE

Students need their homeroom teacher's permission to use the school's telephone. The phone can be used for urgent business, illness and emergencies.

Please try to make lunch and/or after school plans with your child at home before school.

ATTENDANCE

Students are required to be in regular attendance and on time for all classes. It may be necessary for students to be absent from school in cases of illness, family matters or various events. If your child will be absent, please record the absence on Edsby or by phoning the school and give necessary information.

On that rare occasion that your child must leave the school during regular school hours, please notify the school through Edsby or a phone call. Students are asked to use the sign in/out book at the office when they are going to be leaving the building during school hours.

Prompt, regular attendance is expected of all students. Classroom teachers submit attendance records to the office before classes begin in the morning and again in the afternoon. Students who arrive late in the morning or after lunch must come to the office to sign in before going to their classroom to ensure accurate attendance records.

COMMUNICATION

During class time it can be disruptive to student learning to interrupt lessons and activities. We ask that families please plan to call your child's teachers or other staff members before 8:45am or after 3:15pm.

You may also contact staff through Edsby and through their school division email address. All addresses follow the format firstname.lastname@nwsd.ca. School inquiries can also be sent to our school email address jhm.school@nwsd.ca.

Our school and classrooms use Edsby, the school website, and Facebook to inform families of upcoming events and to share pictures afterward.

Our school division website can be found at www.nwsd.ca. You can find a link to our school website from the division home page or you can go to www.jhmoore.nwsd.ca. We invite you to find us on Facebook, as we share pictures and update school event information from our JH Moore Elementary Facebook page.

VISITORS TO J.H. MOORE

Visitors are always welcome! We recognize their important contributions to the life and work of the school.

We know that having our families involved in our school community is an important factor in developing confidence and increasing achievement for our students. Our responsibility is the safety and well being of our students and staff, so we ask that you observe these updated guidelines:

- All visitors, guests and volunteers (including family members) must use the Main Entrance at arrival. Please do not enter the school by any other entrance.
- We require that you sign in to our Visitors' Record Book and read through the information about emergency evacuations procedures
- At departure, visitors should also leave using the Main Office Entrance. Please be sure to enter your departure time.

PHOTOGRAPHS

Class and individual photographs are taken each year and are available if parents want to purchase them.

Photos are also used for the school yearbooks. Orders are taken in the spring of the current school year and are delivered in the fall of the following year. Both school pictures and candid shots are included in the yearbook.

VOLUNTEERING AT JHM

We know that having our families involved in our school community is an important factor in developing confidence and increasing achievement for our students.

We invite you to become involved in our school and classroom activities during the school year. Here are some of the ways that we would appreciate volunteers at JHM:

- individual reading with students
- practicing math facts (flashcards) with individual students or groups of students
- cooking/baking with small groups of students
- hot lunch days

- fundraising
- help with bulletin boards / hallway decorating
- gardening with small groups of students
- supervision on school trips
- becoming a part of the School Community Council (SCC)
- serving as 'Room Parent' (Room parents are the first contact for teachers who need help coordinating events or phoning parents.)

The NWSD believes volunteers are a valuable part of the school community and can enhance educational services. Please contact your child's homeroom teacher or Mr. Covey at the main office if you are interested in registering as a volunteer. We will assist you in making arrangements for a criminal records check, required by division policy.

SCHOOL CLOTHING

JHM students are expected to be dressed each day for active work and play to ensure safety and comfort for a wide range of activities, both indoors and out. Their clothing should fit properly and allow them to easily move from working at a desk to getting up and playing actively and safely. We ask that students be dressed appropriately for the weather, as we do follow a routine of heading outside at recesses in all seasons. At JHM we try to live according to the motto 'There's no bad weather, only bad clothing.'

We also encourage our students to dress in a manner that reflects their pride in themselves and their school. Please remember to label all belongings, as there is often a large collection of clothing in our Lost and Found.

We are a '**TWO-SHOE School**'. Please be sure that your child has a pair of inside shoes (suitable for Phys. Ed. class in the gym) as well as outdoor footwear for all seasons.

SEVERE WEATHER EVENTS

Schools in the NWSD are expected to remain open and operational on all designated days of the school year. During severe weather events, a decision may be made to suspend the operation of school buses and/or school. Bus drivers, in consultation with the Supervisor of Transportation make these decisions based on the [NWSD Severe Weather Administrative Procedure – AP 133.](#)

Bus drivers are required to call each family to let them know they are not running. If they do not run in the morning, they potentially could be running in the afternoon. The decision for buses running or not in the afternoon must be made by 1:00PM. It is not necessary for rural parents to call the school telling us their child/children will not be in.

Rural parents have the option to drive their children to school on days when their bus is not running.

For our town families, please call and let us know if your child will be absent. If you plan on sending them throughout the day if conditions improve, please call the school to say they are on the way. Remind them to check in at the office when they arrive.

STUDENT EXPECTATIONS/DISCIPLINE POLICY

All members of our school community: staff, students and family members must accept their part of the responsibility for creating a positive learning environment here at JHM. We believe that all our students deserve an atmosphere that contributes positively to learning. We strive to provide the opportunity for positive results and student growth, including in any disciplinary actions. When actions are required, they will be administered as would be exercised by a kind, firm and judicious parent. When student behaviour becomes repetitive and/or exceeds normal acceptable limits, actions that are outlined in the NWSD Discipline Policy (AP 355) will be followed.

SCHOOL BUS CONDUCT

Families who require bussing will find a Bus Transportation Request Form and a School Bus Safety Handbook on the division website. Some important expectations for safe bus travel are listed below:

- a) Students must be properly dressed in winter for any emergency
- b) Students must be on time for pick-ups
- c) Students are expected to remain seated in their assigned seats
- d) The use of profane language on the bus is prohibited
- e) Students are expected to assist the driver to keep the interior of the bus clean
- f) Arms, heads or limbs must not protrude beyond the windows
- g) Students must obey the school bus driver

The expectation of the school division and our school is that student conduct on school buses be consistent with the behaviour expected in the classroom. Our students will be accountable to the principal and bus driver for their actions and general conduct on the bus.

SAFE SCHOOLS PROTOCOL

JHM is committed to creating and maintaining an environment in our school where students, staff, families and others feel safe. To this end, the Division has created a protocol for responding to immediate risks within all NWSD buildings and to threatening behaviours and critical incidents.

Lockdowns are conducted to keep people safe inside our school, away from possible harm until such time that they may leave the building safely. A lockdown may be conducted for a variety of reasons including:

- a potentially dangerous intruder
- a serious traffic accident outside,
- an accident within the school, or
- severe weather

Our priority is to have a plan and specific procedures in place that keep students and staff safe. We practice these procedures with the student throughout the school year, and refinements are made to

our overall lockdown protocol based on any new information or developments coming from these practice drills.

In compliance with fire laws, our school also conducts regular fire drills during the school year.

RECESS ACTIVITIES

Students will go outside for our recess breaks and before school in the morning unless it is a designated 'In Day' due to extreme weather conditions. Upon morning arrival, students will stay outside and will come in when the bell rings.

During our recesses, house games for students in Division I and II are scheduled. Students are encouraged to participate and/or volunteer as House Leaders during many of the activities. Throughout the year there are a variety of extra-curricular activities, after school sports (Soccer, Cross-Country, Volleyball, Basketball, Badminton, Floor Hockey, Track and Field etc.) and clubs that are open to interested students.

Staff and students all belong to one of the four houses: LYNX, COUGARS, PANTHERS, and LIGERS. Academics, athletic activities, clubs and participation in spirit days are the source of accumulated points to determine a winning house at the year's end. House games are played at the noon recess.

NUTRITION @ JHM

Time for lunch is provided with all students eating in their homerooms. We encourage that all our students stay with us for the Nutrition Breaks. We expect that all students eating lunch at school will be on their best behavior. For those who must go home for lunch, please let your child's homeroom teacher know. They will need to sign out at the office before they leave.

Due to Provincial Fire Codes, we are no longer able to provide microwaves for students to use at lunch hour to heat their lunches.

JHM offers a variety of hot lunch options each month. Students enjoy nutritious lunch meals and our school benefits from the opportunity to fundraise for class trips and other projects that benefit the students.

Our school sells milk cards through SchoolCash Online. We have both chocolate and white milk. Families can buy a card of 20 for \$25.00 using our on-line School Cash payment option. (If prices from supplier change, we will adjust only to cover the cost.) Cards are purchased and kept with the homeroom teacher.

Bottled water is available for the students through our school's ROS. Students are asked to bring a water bottle or plastic glass. These will be sent home on a regular basis to keep them clean and sanitized.

JHM strives to maintain an environment that is NUT AWARE, and therefore as safe as possible for the students at our school who have life-threatening nut/peanut allergies. Our hot lunch program, fundraisers and any special events that involve food will continue to be nut-free. We ask that you try to ensure that all food items you send to school are also nut-free.

Payment for all hot lunches and milk cards can only be made through SchoolCash Online. We cannot accept cheques, cash or etransfer at this time.

LUNCH ROUTINES

Routines and expectations that are positive, simple and reinforced consistently by lunch time supervisors will help maintain a calm lunch break that gives students a chance to visit with each other while they eat and make lunch supervision stress-free.

RECYCLING

Recycling bins are in the halls. Use the smaller bins in your class to collect your students' milk cartons, juice boxes, etc. Your class is responsible for rinsing out the cartons, removing the straws, etc. DAILY, before putting it all in the hallway bins. Create this job for your students to complete at the second nutrition break.

AWARDS

JHM students are encouraged to set personal goals and become involved in a wide variety of activities during the school year. We grow daily in our knowledge and welcome the opportunity to share our experiences with our peers.

Monthly Classroom Awards based on personal growth and the traits of the seven teachings are presented to individual students at our monthly assemblies.

The Allan Craig Award is presented in June to a grade six student who has shown an interest in Social Studies and current events.

SCHOOL SUPPLIES and FEES

We ask that families provide good quality athletic shoes with non-marking soles and a good quality backpack. A School Supplies/Activities Fee of \$75 per student covers all other school supplies (binders, notebooks, pencils, highlighters, pencil crayons, markers, calculator, etc.) and extracurricular, special guest and/or event costs, and various other school related activities, such as class education trips.



School Cash Online is an easy to use and safe way to pay for all your child's school fees. After registering an account you can make secure payments with various payment methods for all your children's fees, hot lunches, and milk cards.

School fees are due September 30th. Arrangements to pay in installments (Sept/Nov/Jan) can be made by contacting the office.

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TECHNOLOGY AT SCHOOL

Our school division recognizes that as technology evolves it can create additional opportunities for positive uses that may add to classroom instruction. Unregulated use may pose a risk to personal safety, disrupt instruction, invade personal privacy and may compromise academic integrity.

Cell phones, tablets, and personal laptops are not to be operated during instructional time, or during school-wide activities. They also must not be used in settings such as washrooms, private counseling rooms, the playground or any space that has the potential to violate a person's reasonable expectation of privacy.

The appropriate use of the Internet by students and staff can be a valuable way to support learning experiences. However, the Northwest School Division views access to these services as a privilege. Persons using electronic information systems in the school setting shall comply with Ministry of Education's Information Security and Acceptable Use Policy. Key parts of this policy include:

- Keep all passwords, personal address and phone number confidential.
- Use the network in such a way that will not disrupt the use of the network by other users.
- Treat others' data with respect. Do not attempt to modify the data of another user.
- Use the network to access only authorized networks or computer system.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- Seeking, transmitting, or receiving obscene materials is prohibited.
- Use your electronic mail with care; it is not necessarily private.
- Use only language that is appropriate in a classroom setting.

LOBO PUPS GEAR

Our school has partnered with Sport Factor to offer an online school merchandise store that has a variety of fun school clothing options with Lobo Pup and school logo graphics.

You can check out the on-line store at <https://jhmoorefall26.itemorder.com/> (Open until October 4th, 2026)

SCHOOL FUNDRAISING

Most of our school-wide activities, educational trips, and all playground upgrades are paid for through fundraising projects and our school's hot lunch program.

Each year we host the Lobo Pup Colour Run/Walk here at the school and plan a few other fundraising projects if needed.

Our leadership students also participate in service learning projects to support local, national and global causes. We traditionally organize fundraising events for Terry Fox, Kinsmen Telemiracle, and the Canine Action Project.

SPECIAL INFORMATION ABOUT STUDENTS

It is important that the school be kept informed about special concerns about students. Please inform us of any medical conditions, which may affect school progress and his/her participation in school activities, or special concerns you may have so we can adequately ensure your child is given appropriate supervision. This includes health problems such as allergies, diabetes, or epilepsy. Classroom teachers should be aware of any special care your child may need regarding his/her health. Please inform the bus driver of these circumstances as well.

MEDICATION TO STUDENTS

The staff at J.H. Moore cannot administer prescribed or over the counter medications to students. If your child requires any kind of medication or medical procedures during school hours, please contact the office so we can create a plan and complete all necessary paperwork that will ensure your child receives this medication as required.

If your child is recovering from an illness, and the parent feels it necessary for him/her to remain indoors, a note is required.

PEDICULOSIS (HEAD LICE)

Head lice are common among school-age children from time to time. Public health instructs us to send home children that have head lice. Members of the family who are treated for head lice **MUST** be retreated with the special lice shampoo or cream rinse 7 - 10 days after the first treatment. All nits or eggs must be removed from the hair. You can use a fine tooth/nit comb or your fingernails. This may take a long time but it is one of the most important things you can do to avoid re-occurrence. Children are to remain at home until treatment is successful.

When a child has head lice at school, every student in that child's room will receive a note regarding treatment and symptoms. Lice are spread by direct head to head contact or by sharing personal items such as brushes and hats. Lice do not jump, hop or fly. **REMEMBER:** Head Lice do not cause or carry disease.

Make it part of your normal routine to check all members of the household monthly for head lice and their eggs.

ACADEMIC GROWTH

Our school provides growth reports to families three times in the school year.

As the provincial curricula are renewed, and developments in educational research provide us with greater evidence of what works (and what doesn't) for student learning, we continue to refine our efforts to provide meaningful, timely information to parents regarding student learning – both academically and socially.

Conferences are scheduled twice during the school year to update families on the growth that each student has shown and goals for improvement. There is a division-wide expectation that our students attend these conferences and participate in a meaningful way. If specific issues arise that are of immediate concern, please contact your child's teacher rather than waiting until conference time.

JHM STUDENT-LED CONFERENCES

TERM ONE Wednesday, November 4th **TERM TWO** Tuesday, March 23rd

Thursday, November 5th

Wednesday, March 24th

The main purposes of Student-Led Conferences are to celebrate a child's learning, show growth over time, and provide parents with a better understanding of their child's learning process.

A student-led conference is a conference with parents/guardians led by the student. The classroom teacher's role becomes that of a facilitator as students lead a family member through a discussion of their work, which is usually organized in a portfolio collection. Several conferences can be conducted simultaneously in a classroom with family groups seated far enough apart to allow for privacy. The teacher (or teachers) circulates among family groups, stopping long enough to make pertinent comments and answer any questions. Students primarily direct the conversation, which is focused on their work and classroom behaviour." (Bailey & Guskey, Implementing Student-Led Conferences, 2001)

When students are well prepared over an extended period to tell the story of their learning, they seem to experience a fundamental shift in their internal sense of responsibility for that learning. The pride in accomplishment that students feel when they have a positive story to tell and tell it well can be immensely motivational. The sense of personal responsibility that they feel when anticipating what it will be like to face the music of having to tell their story of poor achievement can also drive them to productive work." (Stiggins, Phi Delta Kappan, November 1999)

CHARACTER EDUCATION

Our school is a dynamic place that emphasizes high standards, respect and safety. We believe that classrooms at JHM should represent and honour diversity. Character education is the proactive, intentional effort to foster an understanding of common virtues. We believe that in order to develop character, young people must come to know what the virtues are, appreciate their importance, and want to possess them, and then practice them in their day-to-day conduct.

The Seven Sacred Teachings, also known as the Teachings of the Seven Grandfathers, is a set of lessons about character based on First Nations cultural traditions. Each teaching honours one of the basic virtues that help us to live a full and healthy life: Love, Respect, Courage, Honesty, Wisdom, Humility, and Truth. Each of these teachings is represented by a different animal and provides practical and positive traits for use in our everyday lives. These qualities define the content of character. Virtues serve the good of the individual person (helping us to lead a fulfilling life) and the good of society (helping us to live together harmoniously and productively).

While we recognize that not all First Nations, Métis and Inuit cultures and histories recognize The Seven Sacred Teachings or the Teachings of the Seven Grandfathers, our intention is to be as inclusive as possible. We hope to transmit an appreciation for these values in a meaningful way to

students by using similar language, common themes and stories, and a positive message to develop our school's character education programming.

Wisdom

I am wise with myself. I persevere because nothing comes without effort. I show wisdom at school. I help my classmates when they are struggling with understanding. I share my knowledge with younger students as a role model.

Love

I show love to myself by keeping myself healthy. I show kindness to my family, teachers, classmates and elders. I know that to receive kindness I must show kindness to others.

Respect

I am respectful of myself. I try my best. I am respectful at school. I keep a positive attitude in all my classes and with my teachers.

Courage

I am courageous with myself. I will try something new or learn something new. I am courageous at school. I am proud of my work and will tell about it in my class. I am courageous to others, I do what I know is right and will not follow others into what is wrong.

Honesty

I am honest with myself. I set realistic goals. I am honest at school, with my teachers and classmates.

Humility

I am humble to myself. I use my best judgment. I am humble at school. I will not brag or boast when I know others are struggling when I am not. I am humble to others. I am kind to family and neighbours.

Truth

I am truthful to others. I don't spread rumors or lies. I am truthful to myself. I know my limits. I am truthful at school by doing all my own work.

STUDENT INJURY / ACCIDENT PROCEDURE

Injuries and accidents during the course of the school year are inevitable. Our procedure for reporting and handling of accidents or injury is very thorough. Parents will be informed by phone or in writing of any serious injury their child has received. Further action/attention will be pursued as deemed necessary.

In the case of an accident requiring the attention of a doctor, we attempt to contact parents. However, if parents are not available and the accident appears quite serious we do take the child to the clinic or

hospital for treatment and notify the parents as soon as possible. School staff will not sign for treatment by a doctor.

Students are insured while they are at school or riding on a school bus. They are also insured on any school-sponsored outing; this includes travel in parents' cars. Additional insurance is available through the school.

LEARNING COMMONS (LIBRARY)

The Learning Commons at J.H. Moore is the heart of our school and provides resources that enable classroom teachers to deliver a wide range of reading and writing materials towards our literacy goals.

Our library collection includes a variety of fiction and non-fiction books, as well as a growing list of multimedia, reference and audio/visual materials.

We also strive to meet the goal of student engagement through our programs and services. Each year we plan several book fairs, author visits, presentations and the monthly family literacy time 'Come Read with Me'.

STUDENT SUPPORT SERVICES

JHM offers students a variety of supports through our Student Support Services Teacher in collaboration with Administrators, classroom teachers, educational assistants and our Wellness Coordinator.

Division personnel, including Occupational Therapists, Speech and Language Pathologists, and Educational Psychologists as well as many community-based supports, are available to our students for academic, emotional and social development. Both students and parents are invited to contact their classroom teacher, principal or our Student Support Services Teacher to discuss any concerns or problems as they arise. More severe problems or achievement and ability tests are referred to our division office and handled at their level.

Our teachers, together with the support services team, have made it their professional responsibility to respond to the learning needs of all our students. The goal is to create the best learning experience possible by differentiating instruction based on student readiness, interest or learning profile. Differentiation may happen in four unique ways:

Content - what the student needs to learn or how the student will get access to the information;

Process – activities in which the student engages in order to make sense of or master the content;

Products – closing projects that ask the student to rehearse, apply, and extend what has been learned

Learning Environment – the way the classroom works and feels

Students may, upon consultation with the resource teacher, school and division administration, classroom teacher and parent(s), be given an Individual Instruction Plan (IIP) that can assist the child and allow them to progress in the classroom.