

Right Honourable École Joe Clark School
École Le Très Honorable Joe Clark



**Parent / Student Handbook
2020 - 2021**

Principal – Mrs. Sarah Clark

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<p>Foothills School Division's Website http://www.fsd38.ab.ca</p>	<p>École Joe Clark School's Website http://joelclark.fsd38.ab.ca <i>Bookmark our website to keep up to date on what's happening in our school!</i></p>
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**École Joe Clark School
1208 9th Avenue SE
High River, Alberta
T1V 1L2**

School Telephone: 403-652-2020

School Fax: 403-652-1358



Find us on Twitter: @EJoeClarkSchool



Instagram: joelclarkschool



Facebook: École Joe Clark School – Parent Council

Phone in For Safety!

**When your child will be late or absent from school, please
call the school absence line at**

**403-652-2020
extension 1**



École Joe Clark School - A 7 Habits School

École Joe Clark School is a 7 Habits School. The 7 Habits serve as a framework for students and staff to live according to principles such as responsibility, planning ahead, respect for others, teamwork and balance. Living through the 7 Habits inspires us to discover the leadership potential in all members of the school community.

Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

Habit 5: Seek First to Understand, Then to Be Understood

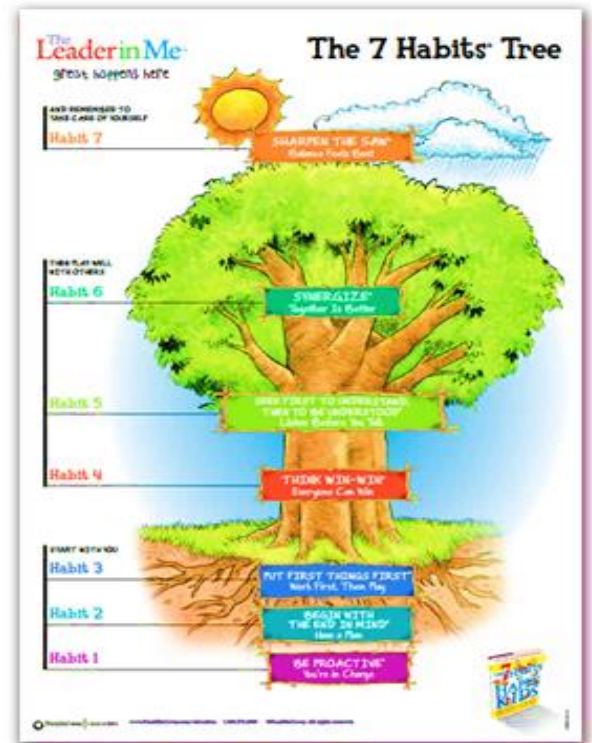
I listen to other people's ideas and feelings. I try to see things from their viewpoint. I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone.

Habit 7: Sharpen the Saw

I eat right, exercise, and get enough sleep. I learn in lots of ways and lots of places, and take the time for things I enjoy doing. I spend time with family and friends. I take time to find meaningful ways to help people.



WELCOME TO ÉCOLE JOE CLARK SCHOOL!

We believe that communication is an integral part of creating and maintaining a great sense of community, as well as developing a healthy educational partnership. We welcome the chance to discuss any questions that you may have regarding your child's school program, progress, or our school procedures.

At École Joe Clark School, we have a highly qualified and committed staff who works diligently to provide the best possible learning environment for our children. With your help as **partners in education**, we will be successful in providing an excellent learning environment for your child's academic, physical, social and emotional growth.

At École Joe Clark School, we practice the 7 Habits and promote Leadership in all students. As such, students are encouraged to become involved in Leadership Teams throughout the school. Our school motto '**Believe in Yourself, Découvrez le Leader en Vous**' emphasizes that all students are leaders and are encouraged to contribute to our school community.



SCHOOL STAFF:

École Joe Clark School staff provides instruction and assistance in a variety of grades and subject areas. We provide English instruction and French Immersion instruction from Junior Kindergarten to Grade Five. The staff is committed to providing a safe and welcoming environment in which your child can grow and learn in a variety of areas.

ATTENDANCE:

What does continuing learning look like when my child is home with symptoms or in isolation?

When a child is absent from school for **isolation** (not symptomatic and able to complete learning tasks) the **continuation of learning is expected**. If a child is well, they are expected to complete school work at home. This means that school work will be sent through web-based resources to ensure that students can learn when at home and isolated. **When a child is ill** (symptomatic), we would not expect the same level of academic engagement at home until they are feeling better.

When a Student is Absent

When your child is absent from school, please call the school absence line at 403-652-2020 ext 1 and leave us a detailed message with the specific reason for absence (Dr. Appointment, has a sore throat, isolated due to exposure as per AHS, etc) We do require you to communicate with the school on a daily basis if your child will not be attending school that day.

Covid 19 – Alberta Health Daily Checklist

Please complete the Alberta Health Daily Checklist each morning with your child before coming to school.

The most up to date information can be found on the Alberta Health Services Website at:

<https://albertahealthservices.ca>

EJCS Bell Times 2020-21

Cohort	Arrive	Morning Recess	Lunch (Eat)	Lunch (Recess)	Dismissal
A (Grades 4 & 5)	8:40am	11:10 to 11:30	12:35 to 12:55	12:55 to 1:15	3:05pm
B (Grades 2 & 3)	8:45am	10:45 to 11:05	12:10 to 12:30	12:30 to 12:50	3:10pm
C (Kindergarten) (Grade 1)	8:40am 8:50am	10:20 to 10:40	12:25 to 12:50	12:05 to 12:25	3:15pm

FSD SCHOOL CALENDAR 2020-21:

2020 - 2021 Calendar (Approved by the Board on January 15, 2020)

	S	M	T	W	T	F	S	Student Contact Days	Staff Days
August		3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28		1	3
September		7 14 21 28	8 15 22 29	9 16 23 30	1 10 17 24 25	2 11 18 25		19	21
October		5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30		19	21
November		2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27		19	20
December		7 14 21 28	8 15 22 29	9 16 23 30	1 10 17 24 31	2 11 18 25		12.5	14
January		4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29		19/20	20
Semester 1								89.5/90.5	99

	S	M	T	W	T	F	S	Student Contact Days	Staff Days
February		1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	5 12 19 26		15	17
March		1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26		23	23
April			5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 30	2 9 16 23	14.5	16
May		3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28		19	20
June		7 14 21 28	8 15 22 29	9 16 23	1 10 17 24 25	2 11 18		19.5/20.5	21
Semester 2								91/92	97
TOTAL								180.5/182.5	196

1ST Day of School – August 31, 2020

0.5 for students – Refer to AP130. Possible 0.5 Ops. Day for staff dependent on assigned time.	Certificated School Based Support Staff Professional Learning Day
Statutory Day	Schools closed No staff or students at school
Christmas/Easter Break	Elem/Jr School PD
Professional Learning Day	Teachers' Convention
Operations Day	Learning Conference (Sept 24-25)
FAA Professional Learning Day	

SUPERVISION TIMES:

There is daily supervision outside on the playground starting at 8:25am in the morning. Supervision after school dismissal is until 3:30pm.

STUDENT DROP-OFF PARKING:

Parking for student drop off and pick up can be done in front of Emerson Lake (east of the school) or by using the Alliance Church Parking lot (west of the school). Students who have physical disabilities are picked up and dropped off at the front of the staff parking lot (the designated handicapped parking stalls provided). The rest of the lot (even at the back near the dumpsters) is reserved for **staff parking only.** The bus zone, in front of the school, is for bus traffic and Drop & Go only.



SAFETY DRILLS

Throughout the school year, our staff and students will conduct safety drills. These drills include Fire/Evacuation drills and Lock Downs. These drills are designed to encourage safe behavior and actions during emergency situations.



SCHOOL FEES 2020-21

We strongly encourage Parents/Guardians to login to their child's **Connect – Ed Parent Maplewood Account** regularly throughout the school year to see your account and/or make online school fee payments.

At the beginning of the school year, you will be emailed your **Username** and **Login** information for your École Joe Clark School **Connect Ed - Parent Maplewood Account** for your child.

With your account, you have the ability to pay your child's school fees/charges through **Connect Ed- Maplewood** and be able to see a breakdown of the charges and payments made throughout the school year. **Please note:** Class fieldtrips will be charged when the trip occurs.

Simply login at the link below and go to the **Accounts** tab. You will see all outstanding charges and be able to click **ALL** to pay all charges, or enter the amount you wish to pay against a charge. Click the **Make Payment** button at the top and you will be redirected to Moneris to complete your payments by VISA, VISA Debit, Mastercard or Mastercard Debit.

Fees are due by the end of September each school year.

The link to login to École Joe Clark School **Parent Maplewood** is:

<https://hosting.maplewood.com/ab/fsd/JC/parents>

This link can also be found on our **École Joe Clark School website** home page under the PARENTS tab, Connect Ed – Maplewood for Parents.

F.O.I.P. – FREEDOM OF INFORMATION AND PRIVACY ACT:

École Joe Clark School is required by Federal Law to follow the F.O.I.P. Act. This requires that all students must have a consent form signed by their parents or legal guardians **EACH** school year. This form provides consent for display of student work, interview, photographs and video consent. This also provides permission for release of any other of the above to the local media regarding school events.

If there is a separation or divorce within a family and one parent has legal custody, please furnish our office with a copy of the legal documents relating to custody. Such information can prove invaluable if the other parent comes to the school to request access to the child.



COMMUNITY SCHOOL INVOLVEMENT:

There are a variety of ways to become involved in the school community. We have a School (Parent) Council group that meets (VIRTUALLY) in the evening at 6:00pm once a month. All parents/guardians in attendance, as well as the elected Executive members, make decisions involving school activities, how to support student learning, how to spend funds raised, and participation in community events. Coming to a School Council meeting does NOT mean you'll be recruited for fundraising! If you are interested in helping out in any way, big or small, please contact the school and we can provide you with more information.



LEARNING COMMONS RESOURCES:

The Learning Commons has many resources (books) that are signed out by students during their class Library time and are taken home to enhance student learning. Any items that are lost or damaged by students are the responsibility of that student to reimburse the school for the replacement cost of the item.



BUSSING:

Many of our students ride on buses within the town. A student who is a regular passenger on a bus must inform his/her driver(s) when he/she will not ride. Discipline on the bus and cooperation with the driver is essential for safety. Please contact the Transportation Department at 403-652-6547 for any bussing information or email transportation@fsd38.ab.ca



RESPONSIBLE USE OF TECHNOLOGY Administrative Procedure 144

Background

Foothills School Division provides technology resources that support learning for students and staff or supports administrative operations. *Network resources* refer to all resources on the network of Foothills School Division. This includes, but is not limited to, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network. Networked technology is infused in the daily lives of students and its use as responsible citizens is implied.

Principles of Use

- Foothills School Division owns all network resources and has the right to monitor use of the network resources.
- All network resources are for educational use.
- Network resources are valuable resources and should be used responsibly.
- The use of network resources is subject to all policies and practices of both the division and the school related to technology, property or conduct.
- Access to network resources with personal devices is subject to the policies and practices of Foothills School Division.

Activation of the Nine Elements of Digital Citizenship (ISTE 2009)

Users of district based network services will have the knowledge, skills and abilities that allow users to:

- Be able to responsibly participate in a digital society provided to them when they access district network resources.
- Provide the self-protection required to buy and sell in a digital world.
- Digitally communicate safely and appropriately through multiple methods.
- Use digital technology collaboratively and demonstrate critical thinking in its use.
- Consider others when using digital technologies.
- Protect the rights of others and be able to defend their own digital rights.
- Consider the risks (both physical and psychological) when using digital technologies.
- Abide by the laws, rules, and district policies that govern the use of digital technologies.
- Be custodians of their own information while creating precautions to protect others' data as well.

Conditions of Use for Students

- Students should use network resources for appropriate educational purposes only.
- Students will not publish on the Internet or in publicly viewed files personal information about themselves or other students.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name.
- Students are responsible for the security of access (login and password) to their network resources. In particular, do not tell others your password or leave a workstation where you are logged in. Change your password regularly. Students are responsible for problems caused by use of their login by other individuals.
- Students will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal programs/data files.
- Access to network resources with personal devices requires the permission of the school administration.
- Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, suspension, financial liability for damages, legal action.



FOOTHILLS SCHOOL DIVISION MANAGEMENT OF STUDENT BEHAVIOUR

Administrative Procedure 350

Foothills School Division promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behavior in order to foster a safe and caring learning environment and enhance student achievement. Visit the Foothills School Division website at www.fsd38.ab.ca to view all FSD policies.

Responsibilities:

The development of positive student behavior is a shared responsibility between students, staff and parents.

Students:

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. In accordance with the School Act, students are expected to conduct themselves so as to comply with the following code of conduct:

- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with all school staff
- know and comply with the rules of the school
- be accountable to your teachers and other staff for your behaviors
- respect yourself and the rights of others



Staff:

Under the leadership of the principal, staff are responsible for establishing a positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society. This is a climate in which:

- when responding to unacceptable behavior, schools will give first consideration to the safety and security of students, staff and other members of the school community
- students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation
- there is a joint effort to learn and a feeling of mutual respect among staff, students and parents
- appropriate behavior is consistently encouraged and complimented, thus increasing student self-esteem and reinforcing self-control
- on-going communication exists between staff and parent to encourage and provide the opportunity for active and constructive parental involvement in the education of their children

Parents:

Parents are partners in respect to their child(ren)'s education. They have a responsibility to take an active role in their child(ren)'s educational success and will support their child(ren) in complying with their responsibilities as students. Parent conduct should contribute to a welcoming, caring, respectful and safe learning environment. Foothills School Division believes that the role of the parent with respect to education, will:

- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school
- ensure that the child attends regularly and is punctual
- be aware of, and support, the expectations for the *School Code of Conduct*
communicate and collaborate with school staff about any concerns regarding *Student Code of Conduct*

Our Leadership Team:

Our leadership team (principal and vice principal) are committed to building positive working relationships with members of the school community and local community.

- acting with fairness, respect and integrity
- demonstrating empathy and a genuine concern for others
- creating a welcoming, caring, respectful and safe learning environment
- creating opportunities for parents/guardians, as partners in education, to take an active role in their children's education
- establishing relationships with First Nations, Métis and Inuit parents/guardians, Elder/knowledge keepers, local leaders and community members
- demonstrating a commitment to the health and well-being of all teachers, staff and students
- acting consistently in the best interest of students
- engaging in collegial relationships while modeling and promoting open, collaborative dialogue
- communicating, facilitating and solving problems effectively
- implementing processes for improving working relationships and dealing with conflict within the school community

Communication Plan ÉJCS 2020-2021

ASSESSMENT, EVALUATION AND REPORTING OF STUDENT LEARNING 2020-2021

École Joe Clark's Communication Plan and Summative Dates

The purpose of assessment and reporting is to guide and communicate learning. Procedures used to evaluate student achievement and are designed so that they are:

- fair, just and equitable;
- motivate students;
- instill confidence in students' abilities to learn and to succeed;
- and test a variety of skills and levels of understanding.

General information on assessment, evaluation and reporting of student learning is made available to parents through School Council meetings; our Fall Gathering, Parent/Teacher Conferences/Interviews; Classroom, Curriculum and School Newsletters; Learner Profiles; Social Media platforms; and School/Division websites.

In accordance with Administrative Procedure 360, "Teachers must incorporate a variety of formative and summative assessments to inform and direct their practice for the purpose of improving, evaluating, and reporting student learning." Furthermore, assessment, grade, mark, and evaluation are defined as:

- Assessment: the process of collecting evidence of student learning.
- Grade: a summary statement of student achievement based on the learning outcomes, indicated as a number or category.
- Grades are based on summative assessments (assessment of learning).
- Mark: a number or category assigned to any learning task that may be used to determine a grade.
- Evaluation: is the process of judging student achievement based on the curriculum standards from the Alberta Program of Studies.

Our School Wide Opportunities for Communication for 2020-2021 are as follows:

October 14 th and 15 th	Meet the Teacher and Parent/Teacher Interviews
November 27 th	Learner Profiles go home
February 10 th and 11 th	Student Led Conferences
March 26 th	Learner Profiles go home
June 28 th	Final Learner Profiles go home

Please recognize that curricular newsletters, event calendars, and informational items are circulated on a timely basis to keep families informed but are not considered assessment indicators regarding your child's academic growth.

*For Students who have an Individualized Learning Plans (ILP)
ILPs are reported out in the same time frame as the Learner Profile. Therefore, the ILP reviews throughout the year align with the Learner Profiles and will come home at the same time. There are opportunities throughout the year to meet to develop and sign the ILP's and have discussions with teachers, Learning Coach, and Administration.

JOE
CLARK
— B R O N C O S —



BELIEVE

In yourself

découvrez le

LEADER

en vous!