

Dr. Morris Gibson School's Communication Plan 2024-2025

At Dr. Morris Gibson School we are committed to providing and fostering open dialogue with all educational stakeholders. When sharing ANY information, our communication practices align with FSD policies, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

Our Commitment to Families:

1. SCHOOL WEBSITE

Please check the DMG website regularly for all up-to-date information and dates. Please let us know if there are any inconsistencies as you navigate the site.

<https://www.foothillsschooldivision.ca/drmorrisgibson>

2. PRIMARY COMMUNICATION

Our primary communication will be email and phone. We reply to questions and concerns brought forward by parents. When we are aware of an issue, we often find solutions quickly and collaboratively. Classroom teachers may use additional communication means such as Class Dojo or Remind.

3. COMMUNICATION HOURS & PROCEDURES

We invite you to email or phone on weekdays from 6:30 am to 6:30 pm as per Appendix B in [AP414](#). We try to reply to messages within 24-48 hours. Please note on our website calendar times the school is closed and staff are unavailable. **The primary focus of a teacher's time is interaction with students.** As such, an immediate response is not possible. If you have an emergency, contact the main office. Please do not text or phone your child during instructional time as cell phones are not allowed at school.

4. CLASSROOM COMMUNICATION

Teacher communication is emailed weekly or monthly. Generally, this information includes a brief description of learning occurring in the classroom and may include how parents can support learning at home. Specific classroom information is also shared such as class field trips, supplies needed, and upcoming assessments. If the teacher has concerns, they will phone.

5. SCHOOL-WIDE COMMUNICATION: The Hawk Post

School communication will be sent to the email address(es) provided in your child's registration form. The Hawk Post is sent, minimally, 2 times per month. This communication contains school-wide information and important dates. You can follow us on **Instagram @DMGHawks** and check the school website.

6. EDSEMBLI-

You will receive a monthly email from Foothills School Division reminding you to check your child's most recent progress in Edsembli. Teachers are committed to entering assessment information in a timely way. Some marks may be formative to inform the next steps in learning. Some will be summative which is an evaluation of where your child's understanding is at that point in the year.

Learner Profiles will be posted in Edsembli twice a year. You must view your child's marks and learner profiles by logging on to Edsembli.

<https://connect.edsembli.com/AB/FSD/MRS/Portal/viewer/Login/Login.aspx?logintype=P>



We believe parents are partners in education. As such, parents have a responsibility to get involved, stay connected, and collaborate by:

Parent and Guardian Responsibilities:

1. EMAILS, FORMS, & WEBSITE

Stay informed by reading communications and regularly referring to the school website. Ensure you are signing and returning forms on time. **The Hawk Post**, our school newsletter, is emailed to parents at the end of the week. If you do not receive the Hawk Post, check your junk folder first and then contact the school to ensure we have the correct information.

2. ENSURE CORRECT CONTACT INFORMATION

Please ensure the school has the correct email address and mailing address on file as this is our primary method of communication. If information should be sent to both parents, ensure both addresses are on file at the office. If you have any changes to your primary residence, emails, or phone numbers, contact the office at (403) 938-6221.

3. CONTACT TEACHERS EARLY WITH CONCERNS

To respond to concerns promptly, the first step is to contact your child's teacher directly. When teachers know about an issue, a solution can be reached early through problem-solving. Contact your child's teacher(s) to set up an appointment. You can expect an initial reply within approximately 24 hours on school days.

4. AVOID DROP-INS

Our priority during the day is instructional hours and teaching time with students. Please avoid dropping into a classroom to have these conversations before school and throughout the teaching day unless you have pre-arranged a meeting.

5. JOIN US FOR PARENT MEETINGS

Formal student learning conferences are in November and April. There are additional opportunities to be involved such as volunteering in the class and with School Council.

6. PHONE CALLS

Call the Main Office if there is urgent information at (403) 938-6221. If students are sick, staff will contact parents to discuss a plan.

7. BE AWARE OF CLASSROOM COMMUNICATION

Respectful communication is expected from all parties. Be aware of the method your child's teacher uses to communicate learning and activities. Parents are encouraged to support student advocacy and help children develop responsibility for their learning and deadlines.

8. PARENTS ARE PARTNERS

Do not hesitate to connect with a teacher or administrator. The process for voicing concerns is to contact your child's teacher

first. If the issue cannot be resolved, your next step would be to contact an administrator.

We want to hear from you. Your voice is important and valued.



Dr. Morris Gibson Assessment Communication Plan

The purpose of reporting is to communicate areas of strength and areas of growth regarding understanding outcomes in the Program of Studies. Assessments are designed to:

- be fair and equitable
- motivate students - they know where they are in their learning journey, where they need to be, and next steps
- instill confidence in students' abilities to learn and see progress over time
- assess knowledge, skills, and level of understanding of curricular outcomes.

Dr. Morris Gibson is committed to providing fair, timely, and accurate assessments based on a variety of assessments that include pencil/paper tasks, observations and conversations. Our procedures are guided by and aligned to the Foothills School Division [Administrative Procedure 360: Assessment, Reporting and Evaluation of Student Learning](#).

Important Dates:

The school year is divided into **two reporting periods** and our Learner Profiles will be emailed home in correlation to these reporting periods:

- Term 1: Friday, February 14th
- Term 2: Friday, June 27th

Student Learning Conferences will be held twice a year:

- Wednesday, November 20th and Thursday, November 21st
- Wednesday, April 16th and Thursday, November 17th

Progress Updates will be emailed four times a year. This includes information about literacy, numeracy, and competencies. Progress updates will be on:

- October 2024
- December 2024
- March 2025
- May 2025

To ensure all students are academically and socially successful, teachers communicate regularly throughout the year. At a minimum, teachers will connect with parents monthly with a general update regarding curriculum and class news. If a student struggles, teachers will call parents to collaboratively problem-solve how to best support the student. Parents are encouraged to contact teachers directly with any concerns or questions they may have. If you have any questions about your child's grade or progress, please contact the school by phone or via email to your child's teachers. Email addresses are set up as last name, first initial @ fsd38.ab.ca (for example clarks@fsd38.ab.ca).

We would like all parents to understand that Foothills School Division has a new System of Assessment and Reporting. It communicates the expectations for assessing and reporting learning in all FSD schools. It is important to note that the grading scale has changed for Learner Profiles. For more information on the Foothills School Division System of Reporting, please access the attachment or follow this link:

<https://bit.ly/FSD-Reporting>

If you have any questions, please reach out to your child's homeroom teacher or administration.

We look forward to being partners in your child(ren)'s education. We appreciate your continued support.

Sarah Clark

Teddi LaBrash

Clarks@fsd38.ab.ca

labrasht@fsd38.ab.ca

Principal

Vice Principal