

Right Honourable École Joe Clark School

École Le Très Honorable Joe Clark



Parent / Student Handbook 2024 - 2025



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Foothills School Division's Website

<http://www.fsd38.ab.ca>

École Joe Clark School's Website

<http://joeclark.fsd38.ab.ca>

*Bookmark our website to keep up to date on
what's happening in our school!*

École Joe Clark School

1208 9 Avenue SE

High River, Alberta

T1V 1L2

School Telephone: 403-652-2020



Instagram: [joeclarkschool](https://www.instagram.com/joeclarkschool)



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



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 promote Leadership in all students. As such, students are encouraged to become involved in Leadership opportunities throughout the school. Our school mission '**Believe in Yourself, Découvrez le Leader en Vous**' emphasizes that all students are leaders and are encouraged to contribute to our school community.

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.

ÉJCS Bell TIMES 2024-25

Start Time	8:45am
Morning Recess	10:25am – 10:40am
Lunch Recess	12:20pm – 12:50pm
Lunch	12:50pm – 1:10pm
Dismissal	3:15pm



SUPERVISION TIMES:

There is daily supervision outside on the playground starting at 8:30am 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 (west of the school) or by using the Alliance Church Parking lot (east 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 is reserved for **staff parking only**. The bus zone, in front of the school, is for bus traffic ONLY! We also offer "Drop & Go" parking directly in front of the east end of the Front school doors.



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.



FOOTHILLS SCHOOL DIVISION CALENDAR 2024-2025

2024 - 2025 Calendar (Approved by the Board January 31, 2024)

	M T W T F					Student Contact Days	Staff Days	
	M	T	W	T	F			
August				1	2	0	5	
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
September	2	3	4	5	6	18	19	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
October		1	2	3	4	22	22	
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
November		4	5	6	7	15	16	
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
December	2	3	4	5	6	14	15	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
January			1	2	3	19/20	20	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
Semester 1						88/89	97	
					Semester 2		89/90	97
TOTAL							177/179	194

Student Transition Day – Aug 30
 First Day of School for All Students – Sept 3
 1st Day of 2nd Semester – Jan 29
 Last Day of School – June 27

Statutory Day

Fall/Winter/Spring Break

Local Professional Learning Day

Operations Day

Divisional Learning Day

Local Professional Learning Day including Support Staff

Schools Closed

Elem./Jr. School PD

Teachers' Convention

Foothills School Division – KINDERGARTEN Calendar 2024/25

ÉJCS English Kindergarten will follow the M/W scheduled Fridays (green highlighted) days

2024 - 2025 Kindergarten Calendar (April 17th Final)

	M T W T F					M/W	T/Th	
	M	T	W	T	F			
August				1	2	Staggered entry: refer to individual school plans	Staggered entry: refer to individual school plans	
	5	6	7	8	9			
	12	13	14	15	16			
	19	20	21	22	23			
	26	27	28	29	30			
September	2	3	4	5	6	9	9	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30							
October		1	2	3	4	10	12	
	7	8	9	10	11			
	14	15	16	17	18			
	21	22	23	24	25			
	28	29	30	31				
November		4	5	6	7	8	7	
	11	12	13	14	15			
	18	19	20	21	22			
	25	26	27	28	29			
December	2	3	4	5	6	7	7	
	9	10	11	12	13			
	16	17	18	19	20			
	23	24	25	26	27			
	30	31						
January			1	2	3	10	9	
	6	7	8	9	10			
	13	14	15	16	17			
	20	21	22	23	24			
	27	28	29	30	31			
Semester 1						44	44	
					Semester 2		44	44
TOTAL							88	88

Student Transition Day – Aug 30
 First Day of School for All Students – Sept 3
 1st Day of 2nd Semester – Jan 29
 Last Day of School – June 27

Statutory Day

Christmas/Easter Break

Local Professional Learning Day

Operations Day

Divisional Learning Day

Local Professional Learning Day including Support Staff

Schools Closed

Fall Break

Elem./Jr. School PD

Teachers' Convention

ÉJCS SCHOOL FEES 2024-25

Foothills School Division uses a system called the **Edsembli Family Portal** for Parents/Guardians to be able to login to their child's school information and see their child's Daily Attendance, Pay School Fees, Access Learner Profiles and more. We strongly encourage Parents/Guardians to visit the site often during the school year to pay any other charges such as any class Field Trips or any other Fees throughout the school year that may be applicable.

Please visit this website for the **Edsembli Family Portal** site to access your account: <https://sis.edsembli.com/WebAdmin/AB/FSD/UI/Account/Signin> The **Edsembli Family Portal** can also be accessed from the ÉJCS website under the Family & Community tab, Edsembli Parent Login

ÉJCS Office is able to accept VISA, Debit and Mastercard at the school on our Point of Sale machine, or if you wish you can send in Cash or Cheque to the school office or you can pay your fees online on the Edsembli Family Portal.

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 kept on file while attending school within Foothills School Division. This form was completed upon registration (the reverse side of your paper registration or online). 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 you wish to amend your consent choices at any time during the school year, please call the school office and we will assist you with completing a new form.

SCHOOL COUNCIL & FUNDRAISING SOCIETY & VOLUNTEERS

There are a variety of ways to become involved in the school community and School Council and Fundraising Society meetings are one such avenue. School Council is a parent group that meets in the evening at 6:00pm once a month in the library and we are seeking new members! Fundraising society meetings typically follow after the conclusion of the School Council meeting, and we make plans to use funds raised to enhance student learning and engagement at Ecole Joe Clark School. All parents/guardians in attendance as well as the elected Executive members, who hold positions, have an opportunity to share their ideas to continue make Joe Clark School a wonderful place to work and learn! School councils play a vital role in connecting the school with the community, allowing parents to actively participate in decisions that impact student learning. They also provide valuable advice to principals and school boards, contributing to the overall improvement of educational outcomes. School councils serve as a crucial bridge, allowing parents to actively participate in decisions that impact student learning. By collaborating with the school community, school councils enhance student learning experiences. Parents can contribute their skills, knowledge, and perspectives to benefit not only their own children but also the entire school community.

New families are welcome to attend either meeting to learn more about our school community. Whether you attend one meeting or many, your participation is valued. There is no commitment required to take on an official role; this is an excellent opportunity for you to engage in school goals and have a voice in your child's education.

If you are interested in helping out or Volunteering in any way, big or small, please contact the school and we can provide you with more information. All school Volunteers are required to provide a Criminal Record / Vulnerable Sector Check and sign FSD Volunteer forms. Please come to the office and we can provide you with the Volunteer package 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.



FSD TRANSPORTATION

Foothills School Division has an annual online application process for all families to obtain Transportation. Please visit the FSD Transportation site on the FSD website at: <https://www.foothillsschooldivision.ca/page/198/apply-for-transportation> to apply.

If you have any questions regarding Transportation eligibility, please email Transportation Services at FSDTransportation@fsd38.ab.ca or call at 403-652-6547.



RESPONSIBLE USE OF TECHNOLOGY - FSD 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 connected 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 legislation, regulation, 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 by all Users

- Users should use network resources for appropriate educational purposes only.
- Users will not publish on the Internet or in publicly viewed files personal information about themselves or others without the appropriate consent prior to posting.
- Users who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Users will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Users will not use another person's files, output or user name.
- Users 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. Users are responsible for problems caused by use of their login by other individuals.
- Users 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, expulsion, financial liability for damages, termination of employment or other legal action.

SCHOOL CODE OF CONDUCT - Administrative Procedure 350

Division Student Code of Conduct In accordance with the Education Act students are expected to conduct themselves in accordance with the Division and School Student Code of Conduct.

The Education Act states an expectation of positive student behaviours. These include (but are not limited to):

- Being respectful to oneself and to all members of the school community.
- Assuring that individual conduct contributes to a sense of belonging for all.
- Refraining from all bullying, harassment, or discrimination towards others including violence, retribution, threats, theft, vandalism, and illegal activities. No student shall bring weapons, replicas of weapons, or items that can be used as weapons to the school.
- Using language and words that do not include profanity, cursing or abusive language.
- No student shall use, consume, possess, distribute, sell or be under the influence of illegal and/or illicit, restricted substances (e.g., cigarettes, vaping, alcohol, drugs, marijuana, other).
- Reporting acts of bullying, harassment, or discrimination in a safe and timely manner to an adult in the school or parent who will then contact the school.
- Engaging actively and positively and not interfering with learning and school activities.
- Attending school regularly and punctually.
- Cooperating in a reciprocal respectful way with staff and other students.
- Knowing and complying with school rules.
- Being responsible and accountable for individual choices and behaviours.

Possible consequences, interventions and supports for conduct that does not align with positive student behaviours will follow a progressive discipline approach and include (but are not limited to):

Parent/Guardian/Caregiver phone calls, meetings, requests to pick student up as soon as possible.

- Referrals to specialized, school based, division based, or community-based supports (i.e., Principal and FSD Family School Liaison Counselor).
- Detentions, in school and out of school suspensions.
- Additional learning assignments (e.g., research on long terms effects of bullying on the brain).
- Restorative justice practices.
- Student expulsion (as per clauses in the Education Act).
- Violence Threat Risk Assessments (VTRA)
- Student attendance plans
- Behavioural Support Plans

It is important to note:

- Parents will be notified of interventions and/or consequences related to major/severe behaviors for your child.
- Parents cannot be notified of any details about any interventions and/or consequences for any student except for their own child.
- The use of corporal punishment is strictly prohibited.
- Physically restraining a student shall only be used if a student is a danger to themselves or others (each school assures that some members on staff have up to date Non-Violent Crisis Intervention (NVCI) training)
- Consequences must consider the student's age, maturity and/or individual circumstances (e.g., student needs and complexities including physical, behavioural, communicational, cognitive, mental health, trauma, past interventions trialed, and accommodations/supports).

ÉCOLE JOE CLARK SCHOOL - COMMUNICATION PLAN

Assessment, Evaluation and Reporting of Student Learning 2024-2025

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 assess 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." This year we will have 2 reporting periods. This means that Learner Profiles will be reported 2 times instead of three. Ongoing communication of your child's learning will progress as the reporting period occurs. Furthermore, assessment, grade, mark, and evaluation are defined as:

- Assessment: the process of collecting evidence of student learning. This is an ongoing process throughout the reporting terms.
- 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) such as Learner Profiles.
- 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 Curriculum and Programs of Studies.

Our School Wide Opportunities for Communication for 2024-2025 are as follows:

August 30	Student Transition Day
November	Parent / Teacher Interviews
February	Learner Profile Reporting – Period 1
April	Student Led Conferences
June 27	Learner Profile Reporting – Period 2

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.

Safe and Caring Learning Environments

The Board of Foothills School Division believes it is a shared responsibility to create a safe, caring, respectful, and welcoming culture. We see education at the center of a flourishing community.

Our Commitment

- Foster a **culture of belonging** where diversity is expected and celebrated where each learner is welcomed, cared for, respected and safe.
- Design **intellectually engaging learning within the program of studies**. Learning opportunities are relevant, purposeful and differentiated to develop knowledge, skills, conceptual understanding and deeper thinking.
- Develop and provide a **continuum of supports** to address students' strengths, needs and areas for growth.
- Develop **competencies** within each learner for lifelong learning and active citizenship through collaboration, critical thinking, communication, creativity and innovation, problem solving, managing information, personal growth and well-being, as well as cultural and global citizenship.
- Ensure students are **literate and numerate**. Learning opportunities are designed in all subject areas and grade levels to develop learners' ability, confidence and willingness to engage, communicate and create.
- Design **assessment and evaluation** to support **student independence and self-efficacy in their learning**. Students know where they are, where they need to be, and next steps in learning through clear success criteria, learning targets, and effective feedback. Ongoing assessment/student evidence is used to guide instruction and improve student learning.
- **Collaborate** as a learning community to support each learner's success.

Federal (e.g. Canadian Charter of Rights and Freedoms) and provincial (e.g. Education Act, Alberta Human Rights Act) legislation, policy and directives are in place to recognize, support and protect the fundamental human rights of all members of the school community.

Safe and Caring Learning Environments

Foothills School Division believes in creating learning environments that are welcoming, caring, respectful and safe which respect diversity and foster a sense of belonging for all students, staff and families. This means that each and every person has the relevant learning opportunities and appropriate supports needed to feel valued and to be successful in school.

