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



Parent / Student Handbook 2025 - 2026



Principal – Mrs. Jolene Becker E-mail: <u>beckerj@fsd38.ab.ca</u>

Phone: 403-652-2020 ext 15715

Vice-Principal – Ms Corre Mahan E-mail: mahanc@fsd38.ab.ca

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Foothills School Division's Website

https://www.foothillsschooldivision.ca/

École Joe Clark School's Website

https://www.foothillsschooldivision.ca/joeclark Bookmark our website to keep up to date on what's happening in our school!

École Joe Clark School 1208 9 Ave SE High River, Alberta T1V 1L2

School Telephone: 403-652-2020



Instagram: 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 2025-26

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. We ask that parents be respectful of these times and drop off / pick up their children at the appropriate times.

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

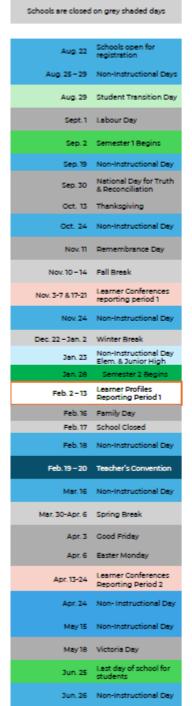
Throughout the school year, our staff and students will conduct safety drills. These drills include Fire/Evacuation drills and Lock Downs. These drills are designed to encourage safe behavior and actions during emergency situations.



FOOTHILLS SCHOOL DIVISON CALENDAR 2025-2026



2025-2026 INSTRUCTIONAL CALENDAR



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ÉJCS SCHOOL FEES 2025-26

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, Sign Field Trip Forms 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, parents can log in online and complete a Student Verification Form in their Edsembli parent portal account for their child.

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 5:30pm 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 École 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-fortransportation to apply. Applicable fees will be applied and payable at time of Bus Registration.

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.

École Joe Clark Student Code of Contact

Please review Policy 14- A Place for All and Admin Procedure 350- Student Code of Conduct as additional background and support for this Administrative Procedure

The student code of conduct aligns with the expectations of students laid out in the Education Act.

Purpose

École Joe Clark School is dedicated to creating a welcoming, caring, respectful, and safe environment that values diversity and promotes student wellbeing. We balance individual and collective rights, freedoms, and responsibilities for all.

Our motto, "BELIEVE in yourself" or "Découvrez le LEADER en vous!", reflects our goal to empower students to make positive choices and succeed. We provide tailored support to ensure each student's success, focusing on equitable and restorative discipline that emphasizes problem-solving and empowerment.

Continuum of Supports

A Continuum of Supports refers to a range of strategies, accommodations, and interventions designed to meet the diverse needs of students within an educational setting. This approach ensures that all students, including those with diverse learning needs, receive the appropriate level of support to succeed academically and socially. The goal is to provide the right level of support at the right time, ensuring that students can progress and thrive in their educational journey

At Joe Clark School there is a focus on encouraging and promoting positive student behaviour through the provision of strategies and programs to develop pro-social skills. We take a team approach to addressing student needs, and provide students with pro-active social, emotional and behaviour supports. To view our full ÉJCS Continuum of Supports, please go to our website www.foothillsschooldivision.ca/joeclark

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

- Showing respect to oneself and others
- Acting in a way that contributes to a sense of belonging for all
- Refraining from all bullying, harassment or discrimination towards others
- Refraining from violence, retribution, threats, theft, vandalism and illegal activities
- Using appropriate language at all times
- Refraining from any type of drug or substance abuse
- Reporting acts of bullying, harassment or discrimination to an staff member or parent
- Engaging actively and positively in their learning
- Attend school regularly and punctually
- 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, request to pick student up as soon as possible
- Making amends with those who have been affected by their behavior
- Detentions (missing recess time)
- Additional learning tasks to support areas of growth or student need
- Restorative justice practices
- Referrals to specialized, school based, division based, or community-based supports (i.e. Principal, FSD Family School Liaison Counsellor, other divisional supports as needed
- Violence Threat Risk Assessments (VTRA)
- Student attendance plan
- Behaviour Support Plans
- In School, or out of school suspensions
- Student expulsion (as per clause in the Education Act)

Important to note that:

- Parent will be notified of interventions and/or consequences related to major/severe behaviours 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 in danger to themselves or others. Each school must assure there are members on staff have up to date Student Individuals through Valued Attachments (SIVA) training.
- Consequences must consider the student's age, maturity or individual circumstances (e.g. student need and complexities including physical, behavioural, communicational, cognitive, mental health, trauma, past interventions trialed, and accommodations/support)

École Joe Clark's System of Reporting Student Achievement

Assessment, Evaluation and Reporting of Student Learning 2025-2026

At our school, assessment and reporting play a vital role in guiding and communicating about student learning. The methods we use to evaluate student achievement are carefully designed to be fair, just, and equitable. They aim to motivate students, build confidence in their ability to learn and succeed, and assess a wide range of skills and levels of understanding.

We are committed to keeping parents informed about how learning is assessed and reported. Information about your child's learning will be regularly shared through various channels, including School Council meetings, Meet the Teacher evenings, Parent/Teacher/Student Conferences, Student-Led Conferences, classroom communications, weekly school updates, Learner Profiles, social media platforms, and both school and division websites.

In alignment with Administrative Procedure 360, teachers are expected to use a variety of formative and summative assessments. These assessments help inform and guide their teaching practices with the goal of improving, evaluating, and reporting student learning effectively.

Our School Wide Opportunities for Communication of Student Learning for 2025-2026 are as follows:

August 29	Student Transition Day	
September	Meet the Teacher School Event	
November	Parent, Teacher & Student Conferences	
February	Learner Profile Reporting – Period 1	
April	Student Led Conferences	
June	Learner Profile Reporting – Period 2	

Progress Updates:

Progress updates will be sent home every two months. Starting this upcoming school year, each student from Kindergarten to Grade 5 at École Joe Clark School will have their own Visual Journal. These journals will include artifacts of student learning that are meant to spark meaningful conversations between parents and their children about what they are learning.

The Visual Journal is an engaging way to showcase deep and ongoing learning. It will highlight the progression of each student's learning journey over the course of the year, capturing growth, development, and key milestones. In June, students will take their journals home as a celebration of their achievements and a keepsake of their year of learning.

For Parents of Students with Individualized Learning Plans (ILPs) or Behaviour Support Plans (BSP):

Our ILP And BSP review points, follow the same timeline as Learner Profiles. This means that updates to your child's Individual program plan will follow the same schedule as the Learner Profile reports and will be sent home at similar times.

Throughout the school year, there will be opportunities to meet with your child's teacher, the Learning Coach, and school administration to review, update, and sign the ILP. These meetings are a great chance to discuss your child's progress and ensure their learning needs are supported.

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.

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.

