

Student Handbook 2019-2020

Dr. Karl A. Clark Public School



**8453 Franklin Avenue
Fort McMurray, AB
T9H 2J2**

**Telephone: (780) 743-2444
Fax: (780) 743-2431**

**<http://drclark.fmpsdschools.ca>
Twitter: @drclarkschool**

This agenda belongs to:

Name: _____

Homeroom: _____





WELCOME

If you are returning for another year,
Welcome back! The school and staff are here to assist
you in your development. It is our sincere hope that your school
year will be enjoyable and rewarding. Our School Council
welcomes all families.
We encourage parents to attend the monthly meetings and
activities throughout the school year.

The
Leader in Me™

great happens here

7 Habits

Be Proactive

Begin With the End in Mind

Put First Things First

Think Win-Win

Seek First to Understand, Then to be Understood

Synergize

Sharpen the Saw

Dr. Clark School

D - develops

I - incredible

N - number

O - one

S - student leaders

MISSION STATEMENT

We, at Dr. K.A. Clark Public School, will provide opportunities for all learners in a safe and nurturing environment, where everyone is provided the skills of leadership to achieve personal excellence through life-long learning.

VISION STATEMENT

Dr. Clark School will continue to be a partner in the community

SCHOOL HOURS

Monday to Friday 8:55—3:30

(Schools are closed many Fridays due to PLF activities)
(PLF = Professional Learning Fridays, Staff-Only activities)

SCHOOL OFFICE HOURS

Monday to Friday 8:30am to 4pm

School Website:

<http://drclark.fmpsdschools.ca/>

District Website:

<http://www.fmpsdschools.ca/>

NUT SAFE AND SCENT SAFE SCHOOL

With continued respect for all students and staff who have allergies Dr. Clark is a 'nut safe and scent safe" school.

Dr. Clark School Beliefs

Our School Family:

- * Supports students in achieving academic potential
- * Provides leadership opportunities
- * Is safe and caring
- * Provides enjoyable learning opportunities
- * Promotes respect and multicultural values
- * Accepts and develops responsibility
- * Welcomes community participation
- * Believes that **T**ogether **E**veryone **A**chieves **M**ore



The following statements are specific only to Dr. Clark School. They are intended to support School Board policies and regulations so that staff, students and parents are aware of what is allowed and expected in the school, particularly with regard to student behavior.

SUPERVISION

Supervision of the school grounds is available at 8:35 a.m., 20 minutes before school starting at 9:00. Upon arrival, students are asked to come directly to the play area or entrance assigned to their grade.

After school, students are provided with supervision as they load buses or wait to be picked up by parents. Students are supervised until our final bus departs.

We encourage all students to report home right after dismissal unless otherwise requested by parents and/or teachers. Students are not allowed on school grounds after dismissal unless accompanied by their parent or guardian.

PICK UP /DROP-OFF ZONE

Parents who drop off and pick up their children must obey all parking signs in front of our school. The front of the school has a designated Bus Loading Zone for the yellow school buses. Please do not use this lane as a pick up and drop off zone.

There is a "Stop and Drop" lane in the front parking lot intended for drop off, not parking. Some parking is available in the front lot and the west lot. Please ask your children to cross safely at marked crosswalks.

****Remember: Safety Before Convenience****

COLD WEATHER POLICY

During inclement weather recess will be inside.

- * Wind chill factor -22° C or colder
- * Rain

During inclement weather, students are allowed to enter their assigned boot rooms prior to the morning bell. Weather-based decisions are made by school administration as per the weather network

STUDENT ABSENCES

Dr. Clark School checks on children who are **absent without explanation**. This is to ensure that your child is accounted for. In order to carry on such a program, the cooperation of parents is critical. If your child is going to be absent, please call the school at 780-743-2444.

If you are considering an extended absence, you must fill out an extended absence form that is available in the main office. Please note that teachers will not prepare packages of work for students who are away.

LEAVING SCHOOL DURING SCHOOL HOURS

If a student is required to leave school during regular class time (medical, dental, or other reasons), please send a note indicating the time the student needs to leave. At no time shall a child leave the school premises without staff permission.

Students **must** be signed out by an adult who is picking them up. Please be sure to check in at the office.

Only adults, that have been registered by parents or legal guardians, and are listed as emergency contacts in our school information system will be allowed to sign-out students.

LOST AND FOUND

There is a Lost and Found container in every boot room. Articles of clothing or footwear may be placed in these containers. Other found belongings, such as textbooks, notebooks, jewelry, glasses and keys should be given to a staff member.

VOLUNTEERS

Parent volunteers contribute many hours of their time and energy for the benefit of students and the school. A variety of opportunities to become involved are available.

Volunteer information will be published in September or as the need arises. Sign-up Genius links will be provided for easy online registration. All volunteers will require a completed Criminal Record Check. RCMP will provide these for free when you present a letter from our school.

STUDENT BEHAVIOUR

As the children of Dr. Clark School grow, they are expected to:

- develop greater self-discipline
- respect property and rights of others
- accept responsibility for their school work
- complete homework assignments

Dr. Clark School staff strives to maintain a safe and caring learning environment for your child. This works best with the cooperative effort of parents, staff, and students.

VISITORS & SCHOOL SECURITY

We ask that all visitors sign in at the front office to pick up a visitor tag. Unless prearranged, during school hours, students from other schools are not permitted on Dr. Clark school grounds.

For the safety of our students and staff members, we lock all doors leading into the school with the exception of the front door beside the main office.

We also ask that parents respect our efforts to encourage independence in our students by waiting for them at the front of the school or outside of the building at pick up times.

Inappropriate conduct or abusive behavior will not be tolerated. Please help us maintain our positive and respectful environment.

FIELD TRIPS

Field trips are used as an extension of curriculum learning. Students are expected to participate in these activities. The timing and location of each trip is planned by the child's homeroom teacher.

SCHOOL COMMUNICATION

Parent Portal: All parents are encouraged to create a parent portal for each child. This portal will allow you to access student information such as current grades and attendance. Once you create a portal this will travel with your child and continue until the end of high school. You will need to contact the school for a login and password for you to create the portal. The website for the portal is <http://parent.fmpsd.ab.ca/>. If you need assistance please contact the school.

Messenger: for general updates and information, the school district uses a communication system called messenger.

You will find updated information on the following media sites for Dr. Clark as well:

Website: drclark.fmpsd.schools.ca

Twitter: @DrClarkSchool

Face Book: Dr. Clark Public School

STUDENT RESPONSIBILITIES

Our teachers aim for each student to develop respect, and self-discipline for the rights, feeling and property of others. The School Act states that each student shall comply with the following:

- be diligent pursuing studies,
- attend school regularly and on time,
- co-operate with teachers and fellow students,
- follow the rules of the school,
- respect the rights of others.

CLASSROOM AND PLAYGROUND EXPECTATIONS

Each classroom has a set of rules and consequences that follows the District Policy and school behavior policies. These expectations are posted in each classroom.

Staff members deal with behavior problems as they occur. Our primary goal is to have the student display positive behavior.

FIRE ALARM

Everyone must leave the school immediately when the fire alarm bell sounds. Students will be led by teachers to the nearest exit.

If not with a class, a student is to exit the building with the nearest group of students.

Teachers will take attendance after exiting the building.



LOCKDOWN & SHELTER IN PLACE

Procedures are in place for a variety of situations to ensure the safety of our students. Drills are held throughout the year.

If you arrive at the school and find a sign on the front door or hear Intercom System bells ringing continuously, please do not enter the school until directed by school staff.

CLOSED CAMPUS POLICY

Students are expected to remain on school property for the entire day. Students are not allowed to leave school grounds to walk to a convenience store or other local businesses during school hours.

LOST OR DAMAGED SCHOOL PROPERTY

Students will be charged for replacing any items lost or damaged. If your child's class requires a lock or agenda book and it is lost, a replacement may be purchased from the school office.

REGISTRATION

Each year a New Registration Form must be completed and signed by the Parent/Guardian. Registration forms are available on the school's website as well as on the FMPSD website.

HOT LUNCH PROGRAM

<https://drclark.hotlunches.net/>

Hot lunches are available to order for students Monday–Friday. The parent council runs the hot lunch program and uses profits to support the school. The website is open for placing orders in blocks of several weeks at a time. Stay tuned to Newsletter, website and social media for important deadlines.

Volunteers are always welcome to share the workload. The Hot Lunch program needs parents to help deliver lunches to classrooms every Monday to Friday.

SCHOOL COUNCIL

The school council is an important forum through which members of our school community play an advisory role for the school administration and school improvement planning.

The council is made up of parents and administrators willing to take some time out of their day to help. It is greatly encouraged that all parents become involved with the student council.

Please check the school calendar for meeting dates.

PERSONAL PROPERTY & TECHNOLOGY

After students & parents have signed an *Acceptable Use of Technology Agreement*, some 'Student Owned Devices' may be allowed in class for instructional purposes only: Smartphones, tablets, etc. The security of these items is the sole responsibility of the student.

Each student is responsible for his or her personal property. All items should be labeled with the child's name. Their name should also go on personal school supplies. Valuable items, such as toys and electronic games are not suitable for school, and should be left at home.

BUSSING

Bussing is available as user-pay service for kindergarten – grade 6 students in living in some areas within our school catchment. Talk to our school office staff to determine if your child is eligible for bussing and on annual fees. Students must have a bus pass to get on the bus.

TECHNOLOGY AND INTERNET

Responsibilities:

Access to ICT is viewed as a privilege, not a right. Students expected to abide by the generally accepted rules of etiquette of using ICT. ICT is to be used for educational and research purposes and/or the support of those purposes consistent with educational objectives of FMPD. FMPD requires a teacher to monitor student ICT use, including e-mail, to see that the systems are being used for the intended purposes and that such use does not pose a risk to and is compatible with the District's systems.

User-owned devices:

- 1) Devices not property of the District are subject to the Acceptable Use of ICT policy when they are on school premises, present during school sponsored activities, and/or connected to district networks. All policies, privileges, responsibilities, and guidelines that apply to District-owned equipment will also apply to user-owned equipment.
- 2) Users must follow the same standards of conduct when using user-owned devices as would be expected when using District-owned equipment.
- 3) User Owned Devices must be in a protective case. Due to enormous time spent on stolen cell phones and other non-educational devices, the school will NOT investigate stolen cell phones or non-educational electronic devices. Their security is the sole responsibility of the student. The school will also not be held responsible for any damages to devices.

Non-Educational Electronic Devices such as cell phones, personal music players (headsets) etc. **shall not be used or seen** in the school building before or during school hours unless under the direction of a staff member and related to a curricular outcome.

No use of photographic equipment is permitted during the school day without permission from the Administration or as part of an authorized curriculum.

At Dr. KA Clark School, we expect students to use technology responsibly, ethically and respectfully. Failure to do so will be dealt with according to FMPD policies for acceptable use of technology and student behaviour.

ILLNESS, INJURY AND MEDICATIONS

If a student becomes ill or suffers an accident during school hours, the following procedures are put into place:

- The student should be sent to the office and staff will make an assessment of the situation. If the injury is minor, the child will be attended to and returned back to class.
- The parent or guardian is called if the situation is more serious. The student is looked after by office staff until the parent or guardian arrives or there are arrangements made to send the student home.
- If the parents or guardians are unable to be reached, the school will call an ambulance if the situation is serious. Parents will then be notified as soon as possible.

Medications

Medication for students is the responsibility of parents or guardians. If the school is asked to administer medication, a signed permission form from the parent and the physician must be provided to the principal indicating the medication, the dosage and actions to be taken if side effects are to occur.

Allergies

Please inform the school if your child has any allergies, the severity and actions or treatments that should be taken if an allergic reaction may occur.

For the safety of others, the medications will be stored in a secure area in the school office with an exception of EPI pens that are required by students with life threatening allergies. Student medications may only be administered under supervision by designated staff.

Please make sure the school has emergency contact information in which you may be reached.

STUDENT TRANSPORTATION AND PERSONAL BELONGINGS

Locks and Lockers

Lockers are the property of Dr. Clark School and the school holds the right to access lockers at any given time. Students are responsible for care of the locker to which they have been assigned. We discourage students from sharing their locker or locker combination.

A lock is one of the required school supplies for grades 4-6, and should be purchased before the beginning of the school year.

Personal Belongings

The school and the School Board are not responsible for lost or stolen property. Items such as cell phones, laptops, large sums of money are not encouraged to be brought to school. Please ensure that if these items must come into school that they are handled appropriately by the student.

Student Transportation

Students who ride **skateboards, longboards** or **scooters** to school should carry them once they reach the school grounds. **Bikes** should be locked on the bike racks using a quality lock during school hours. They should not be ridden on school grounds at recess or lunch time. All students riding a bike must wear a helmet. Students who **rollerblade** to school must take them off in the boot room when they arrive.

POSITIVE BEHAVIOUR EXPECTATIONS

Behavior issues in school can interfere with learning, instruction, and maintaining a positive school environment. The purpose of school wide expectations is to facilitate academic achievement and healthy social development of students in a safe, supportive learning environment.

While teaching, supporting, and constantly reinforcing positive behavior, our school approach to supporting positive behavior will:

- help students learn to recognize their actions and choices.
- help students solve the problems they have created for themselves.
- help student accept the responsibility for their actions and behaviors.
- provide students with strategies to deal with their emotions.
- maintain dignity of each person in all situations.

A system of increasing consequences has been provided to deal with inappropriate behavior.

- reminders
- discussion with the student about better ways to handle the particular situation.
- student will be asked to make arrangements with the teacher to discuss the matter further.
- student will be removed from the situation.
- the problem will be discussed with the parents.
- student will be removed from the classroom.
- student will be sent to the office.
- repetitive problems could result in suspension.

Some steps may be skipped according to the progression of the problem.

HANDS– OFF Policy

To protect and respect the students, Dr. Clark maintains a HANDS– OFF policy for all students at all times during the day. This includes play fighting or roughhousing. This policy *strictly* forbids any type of negative or inappropriate interaction between students. The HANDS-OFF policy also refers to taking or touching other people's private property. Students are constantly monitored and consequences will be taken when appropriate.

Dress Guidelines

The following guidelines are to help make these choices:

- all clothing should be clean and tidy
- clothing worn at the beach should not be worn to school. (example: short shorts, halter tops, tank tops, muscle shirts, and clothing that exposes the belly).
- clothing that has crude sayings, offensive or obscene pictures, vulgar language, which promote illegal activity, show violence or weapons, may not be worn.
- students should keep their hats, bandanas, and sunglasses in their lockers.

Students who arrive with material listed above will be asked to cover up or remove offensive material or jewelry. If they do not have a change of clothes, they will be asked to return home to change.

Footwear

All students should have a pair of indoor and outdoor shoes. Street shoes or outdoor shoes are not allowed in the gym. Shoes with soft soles which mark the hallway should not be worn to school.



Smoking

In accordance with the Fort McMurray School District Policy, Dr. Clark is a smoke free environment. Students who attend Dr. Clark School are not of legal age to smoke or possess tobacco and are prohibited by law from possessing tobacco products. While at school students who are found violating this policy will be referred to the school administration for appropriate actions.

Alcohol and Illegal Drugs

Fort McMurray School District Policy states that students who come to school grounds or during a school event in possession of or under the influence of drugs or alcohol will be referred to the school administration or school district administration for further consequences.

Suspensions

Students under suspension should not be on or around Dr. Clark school grounds during the suspension. The student is not allowed on other school property during operational hours without having received permission from the school's administration.

Harassment

Dr. Clark takes pride in providing a safe and supportive environment for all who attend here. Our aim is to have all the students be successful to the best of their abilities and harassment of any kind will not be tolerated. Students must feel safe from threats and harassments. It is our recommendation that students use their **WITS** when dealing with harassment from other students.

WITS

Walk Away

Ignore

Talk it Out

Seek Help



2019-2020 School Year Calendar

Fort McMurray Public School District #2833

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

STAT Holiday (No School)
 Important Dates

Staff Professional Learning/Development Day (No School)
 School Breaks / No School

*2020-2021 Proposed Important Dates

Sept 1, 2020 First day for Students
 Dec 21-Jan 3 Christmas Break

Feb 25 & 26 Teachers' Convention
 April 2 - 9 Easter and Spring Break

2019/2020 Important Dates

Aug 14	Schools Open for Registration
Aug 21	Administration First Day
Aug 28	ATA First Day
Aug 29	CUPE First Day
Sept 2	Labour day (No School)
Sept 3	First Day of School for Students
Sept 9	ECDP First Day
Sept 13	PLF #1 (Staff Only)
Sept 27	PLF #2 (Staff Only)
Oct 4	PLF #3 (Staff Only)
Oct 14	Thanksgiving (No School)
Oct 25	PLF #4 (Staff Only)
Nov 1	Institute Day (Staff Only)
Nov 8	In Lieu PTI (No School)
Nov 11	Remembrance Day (No School)
Nov 22	District Day #1 (Staff Only)
Dec 13	PLF #5 (Staff Only)
Dec 20	PLF #6 (Staff Only)
Dec 23-Jan 3	Christmas Break (No School)
Jan 6	Classes Resume
Jan 17	PLF #7 (Staff Only)
Jan 31	District PD Day (Staff Only)
Feb 3	2nd Semester begins
Feb 17	Family Day (No School)
Feb 24-28	Teachers' Convention (No School)
Mar 13	PLF #8 (Staff Only)
Mar 27	PLF #9 (Staff Only)
Apr 10	Good Friday (No School)
Apr 13-17	Easter Monday & Spring Break (No School)
May 8	PLF #10 (Staff Only)
May 15	In Lieu PTI (No School)
May 18	Victoria Day (No School)
May 29	PLF #11 (Staff Only)
Jun 12	PLF #12 (Staff Only)
Jun 25	Last day of School for Students
Jun 26	Last Day for Staff/Graduations (1/2 day: AM Only)

171 Instructional Days (86 & 85) / 193.5 Operational Days

Approved Date: March 20, 2019

*Proposed dates listed are subject to change