

Dr. K. A. Clark Handbook for Parents & Families

2022-2023



We 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.

We will continue to be a partner in the community.



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School 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.

Principal's Welcome - Fall 2022

Hello students, parents/guardians and staff. Welcome to Dr. Clark School!! We are a proud Leader in Me school and integrate Seven Teachings alongside the Seven Habits.. We are your public school option for ECDP to grade 6 located in the downtown area, PEAK Soccer Academy for grades 4 to 6 students, and we are an Apple School. At Dr. Clark School we pride ourselves on being a school that celebrates diversity, inclusion and honours every student's right to learn. Our school is one where every child is important and students develop character skills, practice respect and empathy for one another, learn inclusivity and celebrate who they are so that they can become confident, responsible, compassionate and successful citizens.

This document is a tool for all of our stakeholders. A quick reference if you have questions about what happens at Dr. Clark School . All children and parents/guardians are always welcome to approach our staff with questions. Our doors and hearts are always open for our families.

Land Acknowledgement

Dr. Clark School acknowledges that we are on Treaty 8 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Dënësųłnë (pronounced deh-nay-SOO-li-nay) and Métis. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries. We are dedicated to honouring the intent and spirit of Treaty 8.

Getting Started at Dr. Clark School

Hours of Operation

Grades 1-6

8:55 am - First Bell

9:00 am - Start

10:15 am - 10:35 am - Morning recess

12:10 pm - 12:30 pm - Lunch

12:30 pm - 12:50 - Recess

3:30 pm - Dismissal

ECDP & Kindergarten

Morning: 9:00 am - 11:45 am

Afternoon: 12:45 pm - 3:30 pm



Morning Entrance & Start up Routines

Parents can begin dropping students off at school starting at 8:45 am. Students are to go to their designated classroom door, or the park area, rather than through the front doors. There will be supervision starting at that time in all areas. Our first bell rings at 8:55 am, and all students are expected to be at their entrance doors for entrance into the school. If weather conditions are not suitable, students will enter the building at 8:45 and supervision will be provided inside the building. If students arrive after the first bell, they should go to the front office for a late slip.

First Day of School Information

For the 2022-2023 school year, FMPSD will have a staggered start** as follows:

- Monday, August 29, 2022 - Grades 5 & 6 come to school
- Tuesday, August 30, 2022 - Grades 3 & 4 come to school
- Wednesday, August 31, 2022 - Grade 2 and some ECDP/Kindergarten students come to school*
- Thursday, September 1, 2022 - Grade 1 and some ECDP/Kindergarten students come to school*
- Tuesday, September 6, 2022 - All students start attending school every day

**ECDP and Kindergarten families will get an email or phone call from their child's teacher indicating which day they will attend school.*

***Students are only to attend ONE day on the designated day in the first week of school.*

Where to Find Important Information

All important information can be found on our website: drclark.fmpsdschools.ab.ca. A link to our school calendar of events can also be found there.

In addition to this, you can find important information in the following places:

- Google Classrooms
- Teacher's weekly emails/updates
- Monthly School Newsletters
- On our social media:
 - [Facebook](#)
 - [Instagram](#)
 - [Twitter](#)

School Programs

PEAK

The major focus of the soccer program is on individual player development. Throughout training sessions they practice soccer specific skills such as dribbling, passing techniques and precision, ball striking, attacking and defending principles, and many other technical and tactical tasks. These fundamental soccer lessons are delivered in a fun, effective, and organized manner so the player can leave every session with a sense of pride and achievement. For more information go to <https://peak.fmpsdschools.ca/>



Dr. Clark grades 4-6 - practices are held at Dr. Clark every Day 2 & 4 of the school's rotating schedule from 8:55-10 a.m. with Coach Brian Cook and student athletes from the Keyano College soccer program.

More information and instructions on how to register can be found on the PEAK Academy website: <https://peak.fmpsdschools.ca/>

The Leader In Me

In our ECPD to grade 6 programs we teach students about Stephen Covey's *The Seven Habits of Highly Effective People*. This initiative is one that helps students to become strong leaders in both the school and in their community and it gives them the confidence to lead others. For more information go to <https://www.leaderinme.org/what-is-leader-in-me/>

Health & Wellness

Dr. Clark School is a nut-safe environment.

For nutritional guidelines, parents and staff are encouraged to refer to the Fort McMurray Public School Division's [AP 164: Health Promoting School Environment](#). With this in mind, good nutrition is a key component to a child's success in school. In keeping with our health curriculum, we encourage parents to refer to the [Canada Food Guide: Healthy Eating at School](#) when packing lunches.

Parents should include a morning snack, an afternoon snack, as well as a main lunch in their child's lunch bag.

All children are welcome to take part in our Breakfast Program, funded by the [Breakfast Club of Canada](#). We are also fortunate to receive funding to supply emergency snacks and emergency lunches through a Nutrition grant. We have fruit available for children to snack on at all times. In addition, local partners support our efforts to ensure our students have access to food.

Arts

Vocal Choir - Information will be sent home with your child.

Students in grades 1-6 engage in Art and Music as part of the Alberta Education curriculum.

Students in grades 4-6 are able to take fine arts options as part of the division 2 option program.

Science & Technology

Science Fair

Every year Dr. Clark students are invited to participate in our annual Science Fair, typically held in February or March. Students in grades 4-6 can choose to have their projects judged and potentially to represent our school at the [Wood Buffalo Regional Science Fair](#). Participation in the Science Fair is optional and all projects are to be worked on and completed at home.



Tech and Trades

Students in grades 4-6 have the opportunity to participate in tech and trades options as part of the division 2 option program.

Grades ECDP-3 students have regular access to classroom technology.

Literacy

All students receive literacy instruction through their classroom teacher. Students are assessed by teachers, who then adjust their instruction to meet students at their level. There are a variety of online tools used to support student literacy skills. Talk to your child's teacher to see what they are using that can also be used at home.

Literacy Tips for Parents

As a parent, you're a literacy leader. You are your child's first and most important teacher. To help strengthen your ability to be a great coach and mentor at home, we've created a series of tip sheets for parents of elementary and junior high students.

Use these resources from Edmonton Public Schools with your child to help strengthen literacy skills at home as well as at school.

[The ABCs of Literacy for Parents](#)

- [Developing Reading Fluency](#)
- [Helping Your Child Choose Books](#)
- [Reading for Meaning](#)
- [Developing Phonics Skills](#)
- [Read-alouds](#)
- [When Your Child Reads to You](#)
- [Learning to Spell](#)
- [The Role of Writing in Literacy](#)
- [Promote Summer Reading](#)

Numeracy

Alberta Education defines numeracy as the ability, confidence and willingness to engage with quantitative and spatial information to make informed decisions in all aspects of daily living. A numerate individual has the confidence and awareness to know when and how to apply quantitative and spatial understandings at home, at school, at work or in the community. Our Alberta mathematics curriculum supports numeracy development in all children. Dr. Clark School staff use a variety of instructional strategies such as hands on manipulatives, small group instruction, numeracy centres and more to help students acquire the necessary skills for students to become numerate. For more information on numeracy, please see this [Alberta Education Website](#).



Numeracy Tips for Parents

As a parent, you're a numeracy leader! You are your child's first and most important teacher and can help your change engage in mathematical process that strengthen numeracy skills and understandings.

Use these resources from Edmonton Public Schools with your child to help strengthen numeracy skills at home as well as at school.

[Numeracy Overview](#)

- [Communication](#)
- [Connections](#)
- [Mental Math and Estimation](#)
- [Problem Solving](#)
- [Reasoning](#)
- [Technology](#)
- [Visualisation](#)
- [Games and Activities](#)
- [Summer Activities](#)

Indigenous Learning & Teaching

Learning about First Nations, Métis and Inuit history, cultures and traditions is explored through our Social Studies curriculum as well as all other subject areas where opportunities to imbed First Nations Métis and Inuit history, connections and understandings are presented . Dr. Clark School is also committed to Reconciliation education. Our school recognizes and celebrates Indigenous cultures at every opportunity. We have a dedicated First Nations, Métis and Inuit liaison staff member who is in our school one day each week, working alongside teachers to support student learning in this area. We have a dedicated Gathering Space where First Nations, Métis and Inuit culture is celebrated. We are proud of our new outdoor learning space, mural and garden, and our Indigenous learning space where our Indigenous Cultural Navagitor and Elder in Resodence work with students.

Where to take concerns or suggestions?

1. I have concerns about my child:
 - Speak with the teacher first
 - If the situation needs further attention, you may speak with the school Administration
2. I have concerns about something happening in or around school:
 - Speak with school Administration
3. I have an idea for something I'd like to see happen or changed at the school:
 - If it is curricular (subject or program based), contact the Administration
 - If it is extra-curricular (club or school wide activity), contact the Administration or bring it to the School Council.

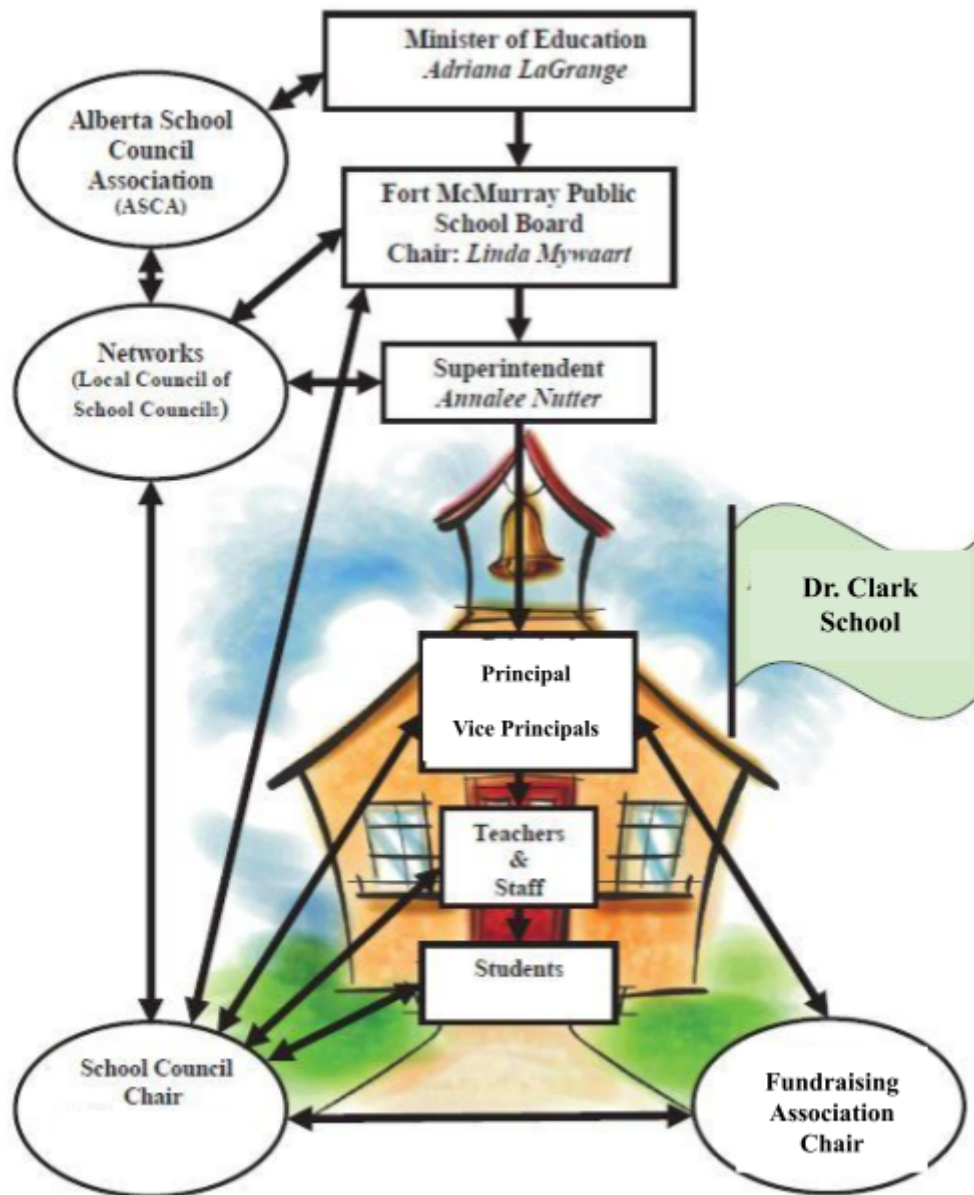


Dr. Clark School Fundraising Association

The Societies Act regulates Societies incorporated in Alberta. Societies are formed by five or more people who share a common recreational, cultural, scientific or charitable interest. The Dr. Clark Fundraising Association has the purpose to raise funds to support and enhance the education of the students at the school and is composed of parent volunteers. The group also helps organize parent volunteers for school activities.













School Relationships - Flow Chart

A school community involves relationships between people and groups. Here's how it works:





Who's Who in Education

Stakeholder	Support/Back-up	Supporting Organization
 Minister of Education	 Alberta Education	Alberta Education---Government of Alberta (Alberta Ed)
 School Board Chair	 Trustees	Alberta School Boards Association (ASBA)
 Superintendent	 Associate Superintendents	Council of Alberta School Superintendents (CASS)
 Principals	 Vice-Principals	Leader's Groups---Alberta Teacher's Association (ATA)
 Teachers	 ATA	Alberta Teacher's Association (ATA)
 Students	 Parents	School Councils---Networks---Alberta School Council Association (ASCA)



Student Rights & Responsibilities

Supporting Student Success

Our Dr. Clark School community, including students, parents, staff and trustees, have a collective responsibility to help students to be successful in school. Our student's physical and emotional safety and wellbeing is essential to them being successful and thriving learners.

Parents support their child's success and positive behaviour by:

- Taking an active role in their child's personal and academic success
- Reviewing expectations outlined in this document with their child and helping them develop the skills required to meet the school's expectations
- Helping them to attend school regularly and punctually
- Encouraging and modelling collaborative, positive and respectful relationships with others in the school community
- Contributing to a welcoming, caring, respectful and safe learning environment
- Reporting to the school any circumstances which may impact student safety

Students are responsible for their behaviour and effort, and are expected to:

- Contribute a welcoming, caring, inclusive, respectful and safe learning environment that commits to anti-racism and equity
- Learn, practice and demonstrate positive personal and interpersonal skills and attributes
- Use their abilities and talents to gain maximum learning benefit from their school experience
- Attend school regularly and punctually
- Be accountable for behaviour which impacts others in the school, whether or not the behaviour occurs within the school building or during the school day or by electronic means

School staff will help your child succeed by:

- Providing a welcoming, caring, respectful, inclusive and safe learning environment that respects diversity, commits to anti-racism and equity and fosters a sense of belonging
- Ensuring that students and parents understand the school's expectations for student behaviour
- Establishing supports and processes at the school to proactively guide positive student behaviour
- Helping students develop and practice the skills and attributes to meet these expectations
- Working with students, parents and other school staff to address behaviour concerns, including implementing appropriate responses to address inappropriate student behaviour



Student Behaviour Expectations - School Climate Matrix

	Mutual Respect	Participation	Attentive Listening	Appreciation (No Put Downs)
Playground	<ul style="list-style-type: none"> - Stick to assigned area - Play safely - Take care of and return equipment 	<ul style="list-style-type: none"> - Follow the rules of fair game play - Help others in need 	<ul style="list-style-type: none"> - Listen to supervisors - Line up promptly at correct door 	<ul style="list-style-type: none"> - Report unsafe activity (bully-free!)
Hallway	<ul style="list-style-type: none"> - Whisper - Straight there and straight back, no detours. 	<ul style="list-style-type: none"> - Walking only - Forward walking - Straight line on one side of the hallway 	<ul style="list-style-type: none"> - Listen with full body 	<ul style="list-style-type: none"> - Keep doorways clear - Manners - Quiet hands; hands to yourself
Classroom	<ul style="list-style-type: none"> - Follow classroom procedures - Take care of belongings 	<ul style="list-style-type: none"> - Be prepared - Get up at appropriate times - Ask questions at appropriate times 	<ul style="list-style-type: none"> - Focus during lessons - Whole body listening 	<ul style="list-style-type: none"> - Use manners: please, thank-you, excuse me
Bus	<ul style="list-style-type: none"> - Use garbage bags - Sit where you can behave 	<ul style="list-style-type: none"> - Get up at your stop only 	<ul style="list-style-type: none"> - Listen to the bus driver 	<ul style="list-style-type: none"> - Thank the driver on your way out
Library	<ul style="list-style-type: none"> - Quiet voice - Take care of reading sticks and use properly - Leave the library the way you found it 	<ul style="list-style-type: none"> - Return books on time - Use computers correctly 	<ul style="list-style-type: none"> - Focus during lessons in the pit - Whole body listening 	<ul style="list-style-type: none"> - Thank the librarian on your way out - Save food and drink for appropriate times
Tech Use	<ul style="list-style-type: none"> - Handle with care 	<ul style="list-style-type: none"> - Push in chairs - Log off when done - Use computers for active learning activities 	<ul style="list-style-type: none"> - Focus during lessons - Whole body listening 	<ul style="list-style-type: none"> - Save food and drink for appropriate times



Assembly	<ul style="list-style-type: none"> - Appropriate applause - Enter and exit with an adult quietly 	<ul style="list-style-type: none"> - Prepare to share with a voice that is clear - Come to all assemblies to learn and enjoy 	<ul style="list-style-type: none"> - Sit with students that help you learn and enjoy - Whole body listening 	<ul style="list-style-type: none"> - Sing O'Canada with respect and pride
Bathroom	<ul style="list-style-type: none"> - Respect privacy 	<ul style="list-style-type: none"> - Go straight there and straight back 	<ul style="list-style-type: none"> - Use inside voice and refrain from loud noises 	<ul style="list-style-type: none"> - Wash hands and flush the toilet
Gym/DPA/Sports	<ul style="list-style-type: none"> - Be aware of personal space - Respect all athletic abilities 	<ul style="list-style-type: none"> - Enter the gym with an adult only - Wear appropriate clothing - Wear appropriate footwear with non-marking shoes 	<ul style="list-style-type: none"> - Follow adult requests 	<ul style="list-style-type: none"> - No put downs - Good sportsmanship
Bus Loop & Dismissal Area	<ul style="list-style-type: none"> - Make after school plans the day before - Stay in designated areas - Keep pets off school property 	<ul style="list-style-type: none"> - Walk all bikes, skateboards, etc. off school grounds - Go where you need to safely and quickly - Cross bus lane safely 	<ul style="list-style-type: none"> - Follow adult requests 	<ul style="list-style-type: none"> - Use respectful words and remember patience
Field Trips	<ul style="list-style-type: none"> - Respect the presenter - Follow specific location rules 	<ul style="list-style-type: none"> - Return permission slips on time - Stay with the group 	<ul style="list-style-type: none"> - Follow presenter requests - Dress appropriately for the activity 	<ul style="list-style-type: none"> - Represent Ecole Dickinsfield positively and proudly - Use respectful and polite words

Student Behaviour Expectations, con't

Students are expected to learn, practice and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments. Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act, including gender expression and gender identity as set out in the Alberta Bill of Rights. Students are to foster a sense of belonging amongst all students.



Unacceptable Behaviour

Any behaviour, whether or not it occurs on school property, or within the school day, which disrupts the educational atmosphere of the school or which interferes with the rights of others to learn, to be respected or to feel safe is unacceptable. As outlined in [AP 350 - Appendix A: Student Code of Conduct](#), unacceptable behaviour includes, but is not limited to:

- behaviours that interfere with the learning of others and/or the school environment
- behaviours that create unsafe conditions
- acts of bullying, harassment, threats, or intimidations whether it be in person, indirectly, or by electronic means
- physical violence
- retribution against any person who has intervened to prevent or report bullying or any other incident or safety concern
- possession, use, or distribution of substances restricted by federal, provincial, municipal, Division or school authorities
- any illegal activity such as:
 - possession, use, or distribution of illegal substances
 - possession of a weapon or use of a weapon (or replica) to threaten, intimidate or harm others
 - possession, use, display, or distribution of offensive messages, videos or images
 - theft or possession of stolen property
- any breach of rules and expectations established by Division administrative regulations or a school-based code of conduct
- failure to comply with *Education Act*, Section 31 regarding student responsibilities

Bullying and Conflict

Bullying is defined in the *Education Act* as repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation. Bullying also includes the distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution, or being reckless as to whether or not that person consented to the distribution.

Bullying can take different forms:

- physical (e.g., pushing, hitting)
- verbal (e.g., name-calling, threats)
- social (e.g., exclusion, rumours)
- electronic (e.g., using technology to harass or threaten)

Conflict occurs when there is a breakdown in relationships between individuals that results from a disagreement or misunderstanding. While conflicts may require adult intervention, they are considered to be a natural part of how students learn to navigate relationships.

All students are expected to refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during



the school day or by electronic means. Students are also expected to resolve conflict or seek assistance to resolve conflict in a peaceful, safe, and non-threatening manner that is conducive to learning and growth. At École Dicksonfield we teach students to use their [WITS](#) to problem solving and conflict resolution. Training is provided for students from the RCMP during a school assembly. School staff can help address conflict between students using strategies that may include counselling, mediation, consequences and/or forms of restorative practice.

School responses to unacceptable behaviour (including communication with families)

Our Division acknowledges the importance of responsive discipline which involves a continuum of interventions that aim to build a sense of community in schools, facilitate healthy relationships, support behavioural changes, repair harm and hold students accountable.

Unacceptable behaviour may be grounds for disciplinary action which provides the student with an

opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution and social skills development. The specific circumstances of the situation and of the student are taken into account when determining appropriate responses to unacceptable behaviour. Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. At École Dicksonfield School, we are committed to ensuring that our school is a safe and productive learning environment. Where necessary, interventions or disciplinary action may be used to address unacceptable behaviour by students.

In all conversations with students and parents, École Dicksonfield School staff will respect student dignity and individuality. School staff will aim to work collaboratively with students and their parents to resolve issues together. We understand that our students are still developing their identity, judgement and ability to self-regulate. We will take a progressive approach to conduct and will give students coaching and support to help them make better choices.

The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences:

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences, including:

- Prevention measures and initiatives
- Early and ongoing intervention strategies
- Strategies to address unacceptable behaviour

Interventions and consequences increase when:

- The concerning behaviour is persistent
- The concerning behaviour escalates
- There is a very serious infraction of the [FMPSD code of conduct](#)

Interventions and consequences may include, but are not limited to, the following:

- Informal conferences
- Restriction of privileges
- Parent conferences
- In-school suspensions
- Risk assessment



- Suspension / expulsion ([AP 355: Student Discipline](#))
- Behaviour Support Plan (as part of the Learner Support Plan)
- Involvement of FMPD Student Services
- Involvement of external services and supports

Students are expected to cooperate with investigations by school Administration. When contemplating and conducting a reasonable search of student property (including electronic devices), school administration must balance a student's reduced expectation of privacy in relation to school matters, with the need to provide a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging for students and staff. There will be conversations with the parents/guardians of students involved in these situations, however, staff will only discuss consequences pertaining to their child.

Student Behaviour Support

Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, such as bullying, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers, school counsellors or school administration, counselling, etc.

Dress Code

At Dr. Clark School, students are expected to dress in a manner that reflects a welcoming, respectful, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect, and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status or body type. Student safety and wellbeing are our highest priorities. Students are expected to refrain from wearing, carrying, or displaying any clothing or accessories which pose a safety hazard.

School Policies & Procedures

Attendance Procedures

Attendance Line: 780 -743 - 2444

Attendance email: dcabsences@fmpsd.ab.ca

Anytime a student is absent, a parent is required to call the school at the number above detailing the date, student's name and reason for the absence. Our voice message system will take your call before, during and after office hours.

Lates

Students who arrive late must check into the office to receive a late slip.

Regular attendance is strongly linked to student academic success and a student's sense of belonging at school. The Education Act reminds parents and students that students are expected to attend school and be punctual every day. Students are only considered to be excused from attending school if they must be away due to:



- sickness or other unavoidable cause
- the day being recognized as a religious holiday by the religious denomination that the child belongs to
- suspension or expulsion
- an exemption from compulsory attendance granted by the Board for a defined period of time

Student Telephone Use / Cell Phones

Students are not permitted to use cell phones at school. They should remain in their backpacks or lockers during the day. If students need to contact home, they can go to the office or use the classroom phone.

Lunch Procedures

Dr. Clark is a closed campus. Students are expected to bring a lunch to school. If needed, parents can drop off lunches in the designated area outside the office prior to lunch time.

Hot Lunch Program

Dr. Clark offers a hot lunch program through a variety of community vendors. Hot lunch information is available through the Parent Portal. Purchasing is also through the Parent Portal.

Homework Guidelines

Research suggests that daily reading (30 minutes) is a valuable lifestyle activity that should be nurtured from a very early age. Whether parents are reading to children or children are reading to parents, the benefits of this ritual are well documented in the literature.

Our school recognizes meaningful, carefully planned homework, can support student success and be a complimentary part of a student's overall learning program. We also recognize:

- The potential impact of homework on family life
- The role homework may play in supporting students' self confidence as a successful learner
- The benefit of a school wide balanced, reasonable approach to homework

Our general homework expectations are as follows

Grades 1-3

- Daily reading for a minimum of 20 minutes
- Daily Math practice (board games, dice games, card games are all considered Math practice)

Grades 4-6

- Daily reading for a minimum of 20 minutes
- Daily Math practice (board games, dice games, card games are all considered Math practice)
- Assignments that are not completed during school time, when ample class time has been given

Homework due to short absences (1-2 days) do not usually require parents to request and pick up homework, unless the teacher deems it necessary. The practice at Dr. Clark School is that



the teachers are not expected to prepare lessons and homework for absences due to family vacations. Assignments may be posted in Google Classroom for older students.

Teachers may choose to use the first recess of the day as an assignment completion time, however, not more than one time per week for grades 1-3 and two times per week for grades 4-6.

Responsible & Ethical Use of Technology

The Fort McMurray Public School Division and Dr. Clark School are committed to supporting students in becoming ethical, informed digital citizens. The appropriate and responsible use of technology supports quality teaching and learning while ensuring a respectful, inclusive and safe learning and working environment.

Students are accountable for their behaviour when using technology, including when a student's online behaviour outside of the school building or beyond the school day impacts others in the school community. A range of responses, such as denying, revoking, or suspending specific user access, as outlined in [AP 140 - Appendix A: Acceptable Use of Technology Procedures](#), could be implemented if students do not use technology appropriately.

As digital citizens, students have the following responsibilities:

- Demonstrate respect and integrity
 - understand that expectations for conduct and academic integrity while online, including when using personal devices and outside of school hours, are consistent with school and Division expectations (for example, students should only join online classes in which they are enrolled)
 - use good judgement and participate appropriately in online environments such as meetings, chats, and other applications, and when posting or sharing digital content
 - communicate in a manner that is appropriate, respectful and inclusive at all times
- Be safe and secure
 - protect passwords and personal information of self and others including photos, name, age, address and other contact information
 - students must ensure they log in only to their assigned EPSB account, and log off devices and meetings when finished
 - obtain permission before downloading files, including games, music, and movies
 - report, and refrain from searching, viewing, downloading, or sharing, any illegal or inappropriate content
 - do not record or share any audio or video of in-person or online classrooms or other learning activities
 - obtain consent before photographing, recording, or sharing a photo or recording of another person
- Respect and protect property
 - demonstrate proper care and security of personal and Division technology



- understand that students are responsible for the care and security of personal devices brought to school

Acceptable Use of Technology - Including Cell Phones

All staff and students are required to adhere to [Administrative Procedure 140: Acceptable Use of Information and Communication Technology](#). This includes division assigned Google accounts, and all electronic tools used to support student learning. Personal devices that are used for student learning on school property are included as part of this AP.

Governing the presence and use in schools of electronic or mobile devices such as cell phones is subject to the responsibilities of students under Section 31 of the *Education Act* and is covered under FMPD AP 140. Specific to electronic mobile devices (cell phones, smart watches, etc.), the following unacceptable behaviours include, but are not limited to:

- Acts of cyberbullying, harassment or intimidation;
- Breaches of digital online safety;
- Bringing cell phones to school is discouraged. If students do have a cell phone, they are encouraged to keep it in a locked locker (grade 5 & 6) and are not permitted to use the phone during school hours. Students may contact parents from a phone in the front office if needed.

Consideration of Student Diversity

The [Education Act](#) requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has - whether they are physical, behavioural, communicational, mental health, trauma, etc. - must be considered. The age and maturity of students involved should be considered when determining the consequences and support required.

Inclement Weather

When conditions reach -24 Celsius or colder including the wind-chill factor, it is recommended that students be kept inside for recess and lunch breaks. Indoor recess may also occur when there is significant rainfall.

Final responsibility to prepare a child for inclement weather belongs to the parents/legal guardians.

Lockers and School Property

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. School officials have the authority



to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

Student Health and Medication

If your child suffers from a medical condition that may require emergency action, please ensure the office is aware and all the medical alert planning forms are on record at the school and updated each year. These forms are available at the office. Please do not send medication to school with children unless absolutely necessary. If this situation cannot be avoided, all medication is to be kept in the school office during school hours. Please see the school administrative assistant for proper authorization forms and other information. Please reference the school district's policies regarding medication and medical treatment: [AP 316 Administrating Medication or Medical Treatment](#)

Allergy Awareness

We have a number of students and staff at Dr. Clark who are at extreme risk due to nuts and nut products. These students do not have to ingest nuts; they can have a reaction to airborne particles or residue left on surfaces. For the safety of all our students, Dr. Clark School is declared an ALLERGY AWARE SCHOOL and we ask for your cooperation by not sending these products to school. This includes but is not limited to peanut butter, granola bars, chocolate bars, trail mixes, etc. Please read labels.

Student Pick-up and Drop-off

The Dr. Clark parking lot, bus loop and drop-off zone is an extremely busy place at the beginning and end of each school day. Our school urges motorists do not let their engines idle in school zones. We thank parents in advance for their compliance with these safety issues. Our supervision schedule allows parents to drop students off beginning at 8:45 am. Students can then play at the park or wait outside their entrance doors, reducing traffic congestion.

Bus Transportation

Information about bussing can be found on the FMPSD website at <https://www.fmpsdschools.ca/departments/transportation> or you can contact Mrs. Sali in our front office at 780-743-2444.

Bus Conduct

In order to maintain a safe environment on our buses, students must abide by the following expectations. Students will:

- Remain in the area designated as a bus loading zone
- Board or disembark a bus in an orderly manner
- Remain seated in a seat assigned or assumed from the time they board the bus until the time they arrive at the destination
- Use “inside voices” on the bus—no hollering or loud talking
- Refrain from putting their heads or arms out of windows
- Refrain from talking to the bus driver while the bus is in motion
- Do everything possible to keep the bus clean, tidy and neat
- Do not eat or drink on a school bus without the driver’s permission



- Abide by instructions given by the bus driver

Animals On Property

If it is necessary to bring a pet on school property when dropping off or picking up a student, the pet must be leashed and controlled.

Wheels (student owned)

A healthy and active lifestyle is encouraged at Dr. Clark School. There are bike racks on the park side of the school for students who ride their bikes to school. If students choose to ride a scooter, they are to be stored by the students' coat hook or in lockers. If “Heelies” (a style of shoe with a wheel in it) are worn to school, the wheel must be removed from the shoe at school. All students who ride their bike or scooter to school need to wear proper safety gear.

Lost and Found

Each school has a Lost and Found area where students and parents may find missing items. Please contact the school for its location. Students should refrain from bringing valuables, collectibles and large sums of money to school. The school cannot be responsible for lost or stolen items.

Sweaters, jackets, book bags and lunch kits may be claimed from the Lost and Found. At Christmas, Easter, and the end of the year, any unclaimed items will be given to a charitable organization or discarded. We ask that you label all items: runners, gym clothes, winter boots, lunch kits, binders, jackets, mitts, etc.

Library Services

Once a week in our five day cycle, students visit the library to exchange books. Our students are able to take one book home. Speak to your child’s teacher for more information about your child’s library day and the number of books they are able to sign out.

If library books or textbooks are lost or damaged, a replacement fee will be charged to the student.

Student Support Services (LAC & Counsellor)

At Dr. Clark School we pride ourselves on meeting the individual needs of students, parents and staff. Our school has a full time Learning Assistance Centre teacher, a full time School Counsellor and a Triple I Coordinator. Our Learning Assistance Centre teacher supports classroom teachers and their students in ECDP to grade 6 who require individualized program planning to support exceptionalities. Our Triple I Coordinator supports students with complex needs.

Support is provided in conjunction with the homeroom teacher and within the framework of the Alberta Education Programs of Study. Our teachers work with specialized consultants, Speech Language Pathologists and Assistants, Occupational Therapists and other professionals to ensure students' needs are being met.



Our school counsellor visits classrooms to do whole class lessons on relationships and wellbeing, and also meets students one on one as needed. Students are able to leave our counsellor a note and the counsellor follows up with them. Parents can also reach out to our counsellor if they have concerns for their child.

Home/School Communication

Teachers send home weekly communication. This email has all the relevant information for the classroom and the school for the upcoming week. Our school also sends regular school wide newsletters. If parents have concerns or need to communicate with their child's teacher, they are encouraged to do so through email first, and set up meetings as needed. Google Classroom is also used for upcoming assignments and daily home-school communication.

In the fall and Winter we have Parent-Teacher interviews. Both parents/guardians and students are welcome to come in and discuss progress with teachers.

Volunteers & Visitors

Any person in a school other than students and school staff is considered a "visitor." This includes volunteers, caregivers, district personnel, and the public. To ensure a safe learning environment for our students, Occupational Health and Safety regulations require all visitors to report and sign in at the front office upon entering the school.

All volunteers and district personnel are required to wear a name tag while in the school, including those who are at the school on a regular basis.

All parents and visitors to the school are required to enter through the front doors, register and pick up a Visitor's ID tag at the Main Office before proceeding into the school. This ensures a learning environment that is safe and caring. Our office staff is always happy to assist with each inquiry. Parents are asked to refrain from entering the school through the side doors. Parents should wait outside for their children. Students from other schools are not allowed at Dr. Clark School unless they are part of a supervised program and are accompanied by a teacher or other responsible adult.