

JS Clark Elementary School

5246 45th Street, Bag 6500

Fort Nelson, BC VOC IRO

Telephone (250)774-3145

**Miss Jeanie Arva
Principal**

CLARK BUDDIES



**Student/Parent Handbook
2010-2011**

School District #81 Mission Statement:

**"As a community of learners we embrace
opportunities to build successful futures."**

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Principal's Message
2010-2011

Welcome to J.S. Clark Elementary School!

J.S. Clark extends a warm welcome to all the new and returning students and their families. We look forward to getting to know you and sharing a rewarding and successful year with you.

Our community school is committed to providing a safe learning environment that fosters and supports each student's ability to achieve their full potential academically, creatively and physically.

Parent and community involvement is both welcomed and appreciated as we, teachers, support staff, students and parents, work together with a common vision: "As a community of learners we embrace opportunities to build successful futures."

At J.S. Clark we promote and follow the BUDDY rules to enhance a positive learning environment. These rules include, **B**eing prepared, **U**sing good manners, **D**oing kind deeds, **D**iscussing problems, and **Y**ou always respect other people and their things.

The Parent Handbook contains important information about our school, policies and procedures. We ask that parents please take the time to read the handbook with their child and familiarize themselves with its contents. If you have any questions or concerns, please feel free to stop by the office at any time and discuss them with us.

We look forward to an exciting year!

- Ms. Jeanie Arva
Principal, J.S. Clark

Principal
 School Secretary
 Kindergarten
 Kindergarten/Grade 1
 Grade 1
 Grade 1/2
 Grade 2/3
 Grade 3
 Grade 4
 Teacher Librarian
 Student Services
 Counsellor
 Library Technician
 Educational Assistant
 Educational Assistant
 Personal Attendant
 Personal Attendant
 Aboriginal Educ. Asst.
 Strong Start

School Staff

Miss Jeanie Arva
 Mrs. Mariette Althouse
 Ms. Chelsea Josefson
 Mrs. Shelley Emmelkamp
 Mrs. Jeanne Zayac
 Mrs. Melissa Murrin
 Mrs. Gloria Woodcock
 Mr. Steve Smith
 Ms. Coreen Loe
 Mrs. Lori Woodworth
 Mrs. Patti Solmundson
 Mrs. Denise Stephenson
 Ms. Vickey Clark
 Mrs. Glenda Bennett
 Ms. Angela Hicks
 Ms. Kimberly Bellefeuille
 Mrs. Monique Kastrukoff
 Mrs. Connie Giddings
 Mrs. Misty Stuckel

Bell Schedule

Grade 1 – Grade 4		Kindergarten	
8:15	Supervision Begins	8:15	Supervision Begins
8:45	Warning Bell	8:45	Warning Bell
8:50	Classes Begin	8:50	AM Kindergarten Begins
11:20-11:50	Outside Play Time	11:22	AM Kindergarten Dismissed
11:50-12:20	Inside Lunch Time		
12:20	Classes Resume	12:18	PM Kindergarten Begins
1:35-1:50	Afternoon Recess	1:35-1:50	Afternoon Recess
1:50	Classes Resume	1:50	Classes Resume
3:05	School Dismissal	3:05	PM Kindergarten Dismissed



SCHOOL DISTRICT #81 (FORT NELSON)
ELEMENTARY/SECONDARY (RLA, JSC, GWC, FNSS)
LOCAL Calendar
Calendar 2010-2011

	STATUTORY HOLIDAYS/ VACATION PERIODS	DAYS IN SESSION (TEACHERS)	IMPORTANT DATES	NON INSTRUCTIONAL DAYS	NUMBER OF INST. DAYS (Students)
SEPTEMBER	Labour Day (Monday Sept. 6)	19	Friday Sept 3 Staff return (non instructional) Friday Sept 3 District Breakfast Tuesday Sept 7 - 1/2 day for students Wednesday Sept 8 full day for students Literacy Day (Non Instructional TBA)	2	17
OCTOBER	Monday Oct. 11 Thanksgiving (STAT)	20			20
NOVEMBER	Thursday, Nov. 11 Remembrance Day (STAT)	21	Pro D days Nov 4 and 5	2	19
DECEMBER	Dec 20- Dec 31 Christmas Break	13	Students dismissed Friday December 17		13
JANUARY	Jan 1 - 3 Christmas Break	20	Students return Tuesday January 4		20
FEBRUARY		19	Winter Break Day TBA		19
MARCH	Mar 21 – April 1 Spring Break Vacation	14	Students dismissed Friday March 18 and return April 4		14
APRIL	April 22 Good Friday April 25 – Easter Monday (STATS)	18	Students dismissed Thursday April 21 and return Tuesday April 26		18
MAY	Friday May 20 Monday May 23 Victoria Day (STAT)	20	Students dismissed Thursday May 19, return Tuesday May 24		20
JUNE	Friday June 24 Last Day	18	Students dismissed at 11:30 June 24, Staff dismissed at the end of the day Friday June 24		17.5
TOTAL		182		4 (2 more TBA)	177.5

BELL SCHEDULES

RLA	JSC	GWC Gr. 1 - 4	GWC Kindergarten			
Warning Bell	8:50	Warning Bell	8:45	Bus Student Supervision Begins	8:20	8:20
Begin	8:55 – 11:35	Begin	8:50	Warning Bell to Come In	8:48	8:48
Lunch Recess	11:35 – 12:05	Outside Recess (1-4)	11:20 - 11:50	All classes begin	8:53	8:53
Lunch Eating	12:05 – 12:35	KAM dismissed	11:22	Outside Recess	11:31 - 12:05	AM K Dismissed 11:25
Instruction	12:35 – 2:05	Inside Lunch	11:50 – 12:20	Warning Bell to come in	12:00	
Recess	2:05 – 2:20	K PM Class begins	12:18	Lunch in classroom	12:05	
Instruction	2:20 - 3:10	GR 1 - 4 Classes Begin	12:20	End of Lunch Warning bell	12:25	K PM Bell to come in 12:20
Dismissal	3:10	PM Recess	1:30 – 1:45	Classes Resume	12:31	12:31
		Dismissal	3:05	Recess	1:40 – 1:55	
				School Dismissed	3:08	K PM Dismissed 3:03

FNSS School Bell Times

DPA/Tutorial Block	8:45 – 9:15
Period One	9:18 – 10:18
Period Two	10:23-11:23
Break	11:23-11:33
Period Three	11:33-12:29
Lunch Break	12:29-1:14
Period Four	1:14-2:14
Period five	2:14-3:19
Dismissal	3:19 pm

Days in Session	191
Minimum number of Days of Instruction	185
Number of Non-Instructional days	6
Total Number of Instructional Days for Students	175.5
Additional Non-instructional Day to be assigned for all Students - 1 parent/teacher interview day , 1 Non-Instructional day TBA	2
Additional Daily Minutes (representing 9.5 days) (Mar 28, 29, 30 and 31; Apr 1; May 20; ½ day June 24; June 27, 28 and 29)	15 for Elem 17 for Sec

- 1) 2 week Spring Break
- 2) Additional day in May
- 3) Early June dismissal

School Growth Plan

Areas of Development in the Primary Program

- Development of Social Responsibility
- Emotional and Social Development
- Aesthetic and Artistic Development
- Physical Development
- Intellectual Development

Principles of Learning

- Learning requires active participation of the student.
- People learn in a variety of ways and at different rates.
- Learning is both an individual and group process.

J.S. Clark's School Goals for 2010-2011

1. All Kindergarten and Grade 1 students will improve their phonemic awareness.
2. All students will improve their ability to read.
3. All students will improve their ability to write.
4. All students will improve their mathematical abilities.

Vision Statement for School District #81

“As a community of learners we embrace opportunities to build successful futures”.

Code of Conduct

At J.S. Clark, we want every student to feel safe and cared for whether at school or attending a school function. The establishment and maintenance of a safe, caring and orderly school allows focused and successful learning for all students. Therefore, we expect our students to follow our Code of Conduct. It is our expectation that students will follow the BUDDY rules.

- | | |
|---|---|
| B- Be prepared. | This means having all school supplies, homework, planners and materials at school. |
| U- Use good manners. | This is especially important during assemblies, presentations, and emergency procedures. |
| D- Do kind deeds. | Take time to invite a friend to play, pick up someone else's litter, let an adult know if you see or find something that you know is wrong. |
| D- Discuss problems. | Remember that we can not help you if we don't know there is a problem. We need to know about the problem before we can solve it. |
| Y- You always respect other people and their things. | |

Student Discipline and Consequences

Teachers reinforce appropriate and respectful behaviour. Most student behaviour is minor and handled by the classroom teacher. Parents are not formally contacted if the problem is solved with a discussion, however they may be notified of the actions with a note in a planner or phone call home.

Parents are involved if a child is frequently unable to behave appropriately. If parental involvement is unsuccessful in helping a child follow expectations, the school principal becomes involved. Most discipline problems can be solved when the teacher, parents and principal work together to find solutions.

Fort Nelson School District policy includes appropriate interventions such as

- a) student conference
- b) short term removal from the classroom and under direct supervision in the office
- c) in-school detention at recess and/or lunch
- d) parent conference/contact
- e) in-school suspension *
- f) referral for school based student services *
- g) counseling for the student *
- h) course or program modification *
- i) referral to district staff for programs or services *




* parents will be notified of all consequences beyond d

Out of School Suspensions

Home suspensions are only used when other forms of intervention have been unsuccessful, or when a significant/major infraction has occurred.

Support for Students Who Have Been Bullied

We know that it requires courage to report bullying to an adult or confirm a report made by someone else. It is important to know that bullying is not 'typical' teasing or aggressive behaviour. Bullying is 'when one person uses power in a willful manner with the aim of hurting another individual repeatedly'. Furthermore, it is imperative that a staff member or administration is told about these situations so they can be handled immediately and efficiently. The suggested process for supporting a student who has been bullied is as follows:

-  acknowledge the incident
-  gather further information on the incident
-  make a plan with student for safety

- ❑ schedule a follow up meeting to review plan and document the date and minutes
- ❑ refer to counselor as deemed appropriate for restorative interventions

Refer to Appendix A: *Respond Directly to Bullying Situations*

Attendance

While we want to underline the importance of regular attendance, we recognize that students do become ill from time to time. *We encourage parents to keep students at home if they are too ill to be able to participate in the full range of activities that constitute a day at school. Please consider this before writing a note for a child to stay in at recess, perhaps the student should be staying at home for additional rest.*

When students must miss more than two to three days of school, parents are encouraged to inform teachers so that learning plans can be made.

Tardiness

Although teachers strive to protect instructional time for our children, frequent tardiness greatly impacts student learning. Missing lesson instruction, or concept development, as lessons begin in the morning or after lunch, leads to confusion and less productivity during independent student work. Please be respectful of our school's schedule.

Safe Arrival Program

Please call the school if your child will be late, has an illness, or will be away from the school for any period of time. Each morning and afternoon, after attendance has been taken, our school secretary will be phoning your home if your child's name turns up on the absence report. She will not phone you if you have called us at school to tell us about your child's absence.

Telephone Messages for Students

Our school office is needed for regular duties after school and is not usually available for after school phone calls for students. It is the school's expectation that all students know where they are to go after school. If plans change during the day, parents may phone the school to have a message delivered to their child. **Students will not be allowed to use the phone unless the teacher or school secretary deems it an emergency.** Messages will be given to children before school dismissal or as needed. If you feel your child will need a reminder about after school plans, pin a note to his/her jacket or backpack in the morning.

Telephone Messages for Staff

Teachers may not be interrupted during instructional time to take a phone call unless it is an emergency. If you need to contact a teacher, please leave a message at the office to have the teacher return your call or send a written note with your child to have the teacher call you. Teachers may be called between 8:00am and 8:45 am and 3:05pm and 4:00pm when they are free from student supervision. We are committed to protecting instructional time and appreciate your support with this.

Bus Students

Bussing is available to all students during the winter months. Please see the office for a schedule and pick up locations. To avoid your child missing the bus please follow these regulations.

- ❑ if your child is not going straight home after school, or is arranging for a friend to visit, it is important that planning be done **before** that school day
- ❑ the bus driver requires a note from the parent if a student is riding the bus and is not a regular bus student
- ❑ the bus driver requires a note from the parent if a student is getting off at a stop that is not their regular bus stop

Questions regarding bus schedules and bus stops can be directed to Karen Prouse at the School Board Office, 774-2591.

Winter Bussing

There may be times when our school busses will not be running, particularly in very cold weather. Please be aware of the following information:

1. Schools will be open for instruction throughout the prescribed days/hours of the school year as outlined on the School District #81 School Calendar.
2. A first temperature reading will be taken at 7:00 a.m. Bus runs will be cancelled at a temperature of -40 degrees C or -40 degrees C, with a windchill. A second temperature reading will be taken at 8:00 a.m. and if the temperature is then above -40 degrees C the busses will begin their bus schedules resulting in a one hour change to the normal pick up time.
3. The School District will use the information from the Environment Canada Weather internet site at <http://www.weatheroffice.gc.ca> for temperature readings.

4. The School District announces bus run cancellations to parents through the local radio station and CBC North radio.

Please Note: If a school closure is necessary during the school day, parents/guardians will be contacted. For this and other safety reasons it is imperative that you provide your child's school with up to date contact information including current telephone numbers, emergency contacts, and email addresses. If these change during the school year, please be sure to advise your school's secretary.

For further information, please contact the Secretary-Treasurer at 250 774-2591.

Parent-Teacher Communication

Parents are encouraged to communicate frequently with their child's teacher through out the year with phone calls, letters in planners, or visits. We recognize that parents are their child's first teachers and we need to work as a team for your child.

Students will receive three formal report cards during the year, usually in November, March and June (last day of school). Formal Parent-Teacher interviews may also happen during the year. Please watch monthly newsletters for specific times and dates.

School Security

If you are volunteering or visiting the school during the school day, please sign in at the office and on the visitors board. If you are coming to school during the school day to pick up your child(ren) or to deliver something to them, please check in at the office. This is an important policy for the safety of yourself, in case there is an emergency, and for the students, so that we know who is in the school at all times. All volunteers who work with children, who are not under the supervision of a staff member, must fill out a Criminal Record Check. Forms are available from the RCMP.

Bicycles, Rollerblades, Skateboards and Scooters

We want every student at J.S. Clark to be safe and we do not permit students to bike, rollerblade, skateboard or scoot on the school grounds before, and after school, and during recess and lunch breaks. Those students who rollerblade to school must bring a pair of shoes to wear at school. Students are reminded to wear bicycle helmets and bring bike locks to lock their bikes at the bike racks.

First Aid and Health Room

Our school's medical room is beside the office and is supervised by office staff and designated first aid attendants. Students who become ill during the school day, or have an injury, may stay in the Medical Room until their parents pick them up. (If parents cannot be reached by phone, your 'emergency contact' or under serious conditions, doctor will be phoned).

Staff do not administer medication to students, except in special or emergency situations with the written authorization from both parent and physician. Medication will be stored in the office and must be in the original container with the instructions clearly labeled. A **Medication Administration Form** must be signed by the doctor and kept on file in the office before any medication can be given. Please stop by the office to get the necessary forms before going to the doctor to save yourself two trips.

Head Injuries

We take ALL head injuries VERY seriously and will contact the parent or guardian right away. We strongly recommend the child be taken to the doctor for a professional assessment of the injury. A staff member will immediately fill out an Incident Report and have it signed by the Principal. We ask that students inform a staff member immediately of any head injuries.

Head Lice

Lice is a common problem in any school environment. They are tiny insects that live on the scalp and lay eggs, called nits, which stick to the hair and very close to the head. Head lice DO NOT spread disease, nor do they mean a child is unclean. In fact, the opposite is true. Lice love clean hair! Once a case has been identified in your child's classroom, you may want to tie his/her hair with an elastic or keep it short. If there is an occurrence of lice in a classroom, the office will send a note home informing parents of students in that room. Naturally, the student will not be identified. A written confirmation of treatment at home, and a quick hair check by the Principal, will be required before the student is back in the classroom. There are a number of treatment options available for lice at the drugstore. Please follow directions carefully.

Emergency School Closure

There are rare cases, such as lack of heat or power, that a school needs to close. When an emergency situation occurs after school has begun, you will be contacted from the office to come pick up your child(ren) immediately. The office has the students separated into family groupings and has divided up the calling for quick and efficient dismissal. **It is**

IMPERATIVE that you keep the office up to date with your phone number and those of your 'emergency' contacts.

Emergency Evacuation for Winter Only

- ❑ At the sound of the alarm, staff and students follow regular fire procedures so that we are aware of any students unaccounted for as quickly as possible.
- ❑ Administration will take key to Trapper apartments and proceed with classes to the apartments across the road.
- ❑ Immediately upon arrival, staff will again take attendance and report back to school secretary.
- ❑ Administrator, or staff member designated, will telephone the School Board Office of any missing children and/or staff.
- ❑ All children and staff will stay in the apartment complex until the All Clear is received.
- ❑ If it is safe to return to the school, children and staff will walk back.
- ❑ If it unsafe to return to school, arrangements will be made to have parents pick up children at the apartment building.

Non-winter evacuation protocol follows our Fire Emergency drill. Each teacher takes out the class in attendance, goes to the predetermined spot outside, takes attendance and reports to the school secretary. Children are not allowed back in the school until the All Clear signal is given from the fire department or other emergency personnel.

Supervision

In order to provide a healthy, safe and responsible atmosphere at J.S. Clark, we establish a supervision process that promotes self-discipline. We ask that students and parents be polite and caring towards staff members, fellow students and community members.

Supervision begins at 8:15. Please do not send your child to school before 8:15. If the weather is favourable, students are expected to place their belongings on the boot racks and return outside to play. Inside days will be declared when

- ❑ the temperature is below -20 Celsius (including wind chill)
- ❑ extreme wet or muddy conditions

Please ensure your child is dressed for the weather. On inside days, children may enter their classrooms at 8:15.

Teachers and supervisors provide supervision during the following times:

8:15-8:45
11:20-12:20
1:35-1:50
3:05-3:15

Legal Custody, Visitation Rights, Legal Change of Name

Please contact the office if there is any information you wish to share regarding these issues. **Remember, we MUST have legal documentation on file prior to denying access to any parent.** Both parents have equal rights of access unless otherwise documented.

Extra-Curricular Programs

Throughout the year, a number of extra-curricular activities may occur. The running of these programs depends on teacher initiative. Encourage your child to listen and watch for announcements throughout the school year. Some activities in the past have included choir and drama, math club, library club and intermural sports in the gym at lunch time.

Lunch Time Procedures

This year students will be going outside to play from 11:20-11:50 and then eating their lunches in their classroom from 11:50-12:20.

- after dismissal at 11:20, students are expected to go outdoors unless there is a medical reason that they stay inside. A note will be required. We urge parents to keep students at home if they are too able to participate in the full range of activities that constitute a day at school.
- At 11:50 students are expected to sit and eat quietly. Failure to do so could result in a loss of the privilege of eating lunch at school.
- Each child is responsible to clean up their eating area before 12:20 and return lunch kits to shelves. Classrooms must be ready for afternoon instruction.
- Students who regularly eat lunch at school are expected to remain on the school grounds throughout the lunch break. **Please notify the school, in writing, if your child has permission to leave the school playground at lunch break.**

Lost and Found

Ensure that runners, boots, mitts, coats, caps etc. are CLEARLY marked with your CHILD'S NAME. The lost and found boxes are located by all doorways. Please check them often for lost articles.

Inside Shoes

Please have a pair of 'inside' shoes for our child. They must be worn at all times inside the school in case of an emergency. Due to safety reasons, 'heelies' will not be acceptable for indoor or outdoor shoes at school.

Any visitors to the school are asked to remove their wet, muddy, or snowy boots in the foyer.

Items From Home

J.S. Clark will not be responsible for loss or damage to toys brought to school from home. **All electronic devices such as ipods, cell phones, gameboys, etc, are not to be brought to school.** If absolutely necessary to have an electronic device, students may drop them off at the office at the beginning of the day for safe keeping and retrieve them after school. Expensive toys such as Webkinz, CDs, etc. should be kept at home for safe keeping.

Painting Clothes

If you are concerned about stains on clothing that may occur at school, please send a painting smock with your child to protect them during Art lessons. An adult size shirt usually works well for this purpose.

Dress Code

Appropriate attire must be worn at all times. Shirts with inappropriate language, symbols, or writing will not be allowed. Students will be asked to call home for another shirt or asked to turn their shirt inside out. The young children at our school may not know that their clothing is not appropriate so please help them out when choosing clothes.

In the summer, 'spaghetti' tops must have a band width of three fingers and shorts and 'mini' skirts must not be shorter than the reach of the child's fingers when standing with their arms down. If you are unsure about these regulations, please see the office for further details.

Baseball caps are NOT to be worn in the school by students, unless it is a special day. Parents are asked to be positive role models for our students and also remove their hats in school. Females wearing "dress hats" will also be asked to remove them in school. Hats will be allowed on specific theme days.

Parking Lot

We now have a Strong Start program running at our school and are very proud to house it. However, parking will be at a premium and parents need to be extra cautious when dropping your child off. Please pull up slowly to the curb and do not leave your car idling. If you need to come inside the school, please park on the side of the school and leave the front available for drop offs.

After school, do not park in the bus loop, which is by the stairs going to the playground. Parents must stop and wait for the child to come to the car along the drop off/pick up zone. Children are not allowed to ride their bike, rollerblade, scooter, or skateboard within the school grounds before and after school.

Financial Barrier Statement

All students will be offered the opportunity to participate in all school activities. If a financial barrier exists, students or parents are encouraged to approach school staff or the Secretary-Treasurer, Margaret-Ann Hall, at 774-2591, for assistance. (Policy 6330)

Student Support Programs

Student Services Resource Teachers

- ❑ act as case managers serving students who have high and low incidence special needs, those who have mild learning disabilities, those who speak English as a second language, are gifted and talented, or have special behavioural needs
- ❑ collaborate with the classroom teacher, parents and other community personnel to develop and maintain Individual Education Plans.
- ❑ act as a consultant and resource person to teachers in the areas of integration, learning disabilities, ESL, remediation and individual programs
- ❑ cooperatively plan effective program and/or methodology changes with classroom teachers with
 - ▶ altering instructional and assessment strategies related to individual students
 - ▶ altering, adapting, and modifying curriculum to meet the needs of students
- ❑ communicate with parents as necessary

- ❑ work collaboratively with colleagues, school principal and district office personnel in establishing and implementing policies that pertain to special education.

Counseling Services

Students at J.S. Clark have access to counseling services. If you believe your child may need help dealing with problems of a non-academic nature, please contact your child's teacher or the principal

Librarian

Our teacher librarian,

- ❑ promotes reading
- ❑ administrates the learning resource center
- ❑ selects learning resources, acquires, organizes and circulates materials
- ❑ gives reading, listening and viewing guidance
- ❑ designs and produces learning resources
- ❑ promotes the effective use of learning resources
- ❑ cooperatively plans and teaches with teachers
- ❑ works with every student in the school
- ❑ works with technology

Library Technician

- ❑ maintains our library
- ❑ assists students in finding resources
- ❑ orders, catalogues and sorts new materials
- ❑ signs out library books for students

Sign Out Materials

Our library is open from 9-3, Monday to Friday. There are regular weekly sign out times when the students are helped by their teacher and library staff. Whenever children are finished with their books, they may go to the library to sign out new ones as long as they have their teacher's permission. To ensure all children have reading material accessible at all times, each teacher also signs out a class collection of library materials. Parents are welcome and encouraged to sing out materials as well from our library.

Overdues

A book is overdue when it is not returned within seven days. At this time, the child will be given a verbal reminder. At the end of a month, a letter will be sent home. If a book is not returned, or paid for, the child will not be allowed to take out any more books until the account is cleared, or the book returned. These children will still have access to the reading

materials in their classroom. We invite you to stop in and see our beautiful library and sign out some books to read with your child at home.

Parents as Partners

Classroom Volunteers

Parents are welcome to volunteer in the school, however please allow the teachers until the end of September to get their classroom routines going first. Individual teachers can be contacted to set up a suitable schedule that meets yours, and the teacher's needs. Because there are liability concerns with parents conducting volunteer duties out of view of the teacher, we ask that volunteer work be done right in the classroom with the teacher present. Our Parent Advisory Council organizes many ways to volunteer in the school as well. We ask that if you are volunteering in the classroom, that you make child care arrangements for any pre-school children. The learning environment of our students needs to be protected.

Parent Advisory Council (PAC)




Our school has an active and committed PAC. Last year our PAC helped with haunted gingerbread houses, Christmas draws, Fun Day, Grade 4 Track Meet, and our end of year BBQ!

Election of officers and regular meeting dates will be determined at the first meeting of the year. Our school newsletter will provide more details of upcoming PAC meetings. We strongly encourage parents to get involved with the Parent Advisory Council and their many worthwhile initiatives as ALL the children benefit from your time. Remember that EVERY parent of a child attending J.S. Clark is a member of the PAC and can help out in a variety of ways.

There is a parent bulletin board to the right of the school's front entry doors. It is specifically for parent information about PAC meetings and upcoming events. Extra hot lunch orders and school newsletters are also available there.

J.S. Clark also has a **School Planning Council (SPC)** that consists of the principal, an appointed teacher and three parents (one whom must be on the PAC executive) to help develop the school goals for student growth and success.

Communication with parents may include

-  school newsletters (at least once a month)
-  student agendas
-  classroom newsletters (at teacher's discretion)

- 📌 PAC meetings, newsletters and meeting minutes
- 📌 SPC (School Planning Council) news
- 📌 calls home from the teacher and principal for celebrations as well as concerns
- 📌 notes home from teachers and principal for celebrations as well as concerns
- 📌 parent handbook
- 📌 parent bulletin board
- 📌 parent/teacher interviews
- 📌 special events such as Mug n' Muffin, Book Fairs, Meet the Teacher Night etc.

Parental Concern Regarding Your Child
(Guidelines from Policy 2230)

If you have a concern about your child, his/her classroom, and/or teacher, there is a process you should follow.

1. Talk to the classroom teacher, if comfortable, in situations where the concern involves the classroom or the teacher.
2. If you are not comfortable speaking to the teacher, or if the incident involves a broader school or playground issue, take your concern directly to the Principal.
3. The Principal will address the issue. If you are not satisfied that your concern has been resolved, you may take it to the Superintendent of Schools, Diana Samchuck, who is the next level of appeal.
4. If you are still not satisfied that your concern has been resolved at the Superintendent's level, you may appeal to the Board of School Trustees by phoning the Secretary-Treasurer, Margaret-Anne Hall, at 774-2591. She will ask for a letter outlining the incident and it will be placed in the next Closed Board Meeting Package. You will then be asked to present your concern at the Closed Board Meeting. The Superintendent will contact you to let you know the Board of School Trustee's recommendations or decision.

*** The Principal, Superintendent, or Board of School Trustees, will NOT disclose confidential information regarding employee discipline or consequences applied to other students.**

Assessment

Assessment is an integral part of a student's education and an important piece of an educator's responsibility and instructional process. Assessment has many purposes including

- a celebration of student success
- a tool to plan intervention strategies for students requiring additional or special assistance with learning
- a tool to drive instruction

Assessment takes many forms ranging from informal reports to formal testing. It is an educator's obligation and a school's responsibility to ensure valid assessment occurs throughout the year. Teachers are responsible for the following assessments.

- Kindergarten Yopp Singer Phonemic Awareness
- Reading Inventories Gr. 1-4 (Gr.1 after Christmas)
- Vancouver Island Math Assessment Gr. 2-4
- Teacher created assessments on units of curriculum
- Writing samples
- FSAs (Foundation Skills Assessment Gr.4)

Formal reporting of student's progress is completed three times a year. These are done in November, March and June. The formal report includes,

- what a child is able to do
- what a child needs to work on
- how parents can support the child's learning at home

Informal reporting is completed at two additional times throughout the year. These may include phone calls, meetings, notes, letters or documented conversations with parents.

Reading Inventories are collected each reporting term to all grades except Kindergarten. Grade 1 students complete their first Reading Inventory after Christmas. Results from this inventory are forwarded to the principal and placed in the students' permanent file.

Writing Assessments are completed by all students at J.S. Clark. Samples will be collected once per reporting period in the school year. These assessments are used to measure a student's growth and identify areas requiring further practice. The final writing sample of each year is placed in the students' permanent file.