

# Student/Parent Handbook 2024/2025



## JS Clark Elementary School

Mrs. Melissa Murrin, Principal  
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### School District #81 Mission Statement:

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

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## **Principal's Message**

### **September 2023**

### **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!

- Mrs. Melissa Murrin  
Principal, J.S. Clark

## **School Staff 2023-2024**

### Instructional Staff:

Principal  
School Secretary  
Kindergarten/Grade 1  
Grade 1/2  
Grade 3/4  
Teacher Librarian/SSRT

Mrs. Melissa Murrin  
Mrs. Lee Chase  
Mrs. Shelley Emmelkamp  
Mrs. Gloria Woodcock  
Mr. Steve Smith  
Mrs. Lori Woodworth

### Non-Instructional Staff

Library Technician  
Aboriginal Educ. Asst.  
Educational Assistant  
Educational Assistant  
Educational Assistant  
Personal Attendant  
Personal Attendant  
Personal Attendant  
Personal Attendant

Ms. Vickey Clark  
Mrs. Connie Giddings  
Mrs. Glenda Bennett  
Ms. Ashley Brake  
Mrs. Cheyenne Schielke  
Mrs. Debbie Thompson  
Ms. Cristy Arychuk  
Ms. Corrie Gosselin  
Mrs. Amanda Britt  
Mrs. Ashley Osmond

### District Staff

Mr. Mark Theobald  
Mrs. Sarah-Jane Attrill  
Ms. Darlene Osmond  
Ms. Gabrielle Johnson  
Counsellor  
Strong Start

Superintendent of Schools  
District Principal  
Secretary Treasurer  
Speech Language Pathologist  
Online TinyEYE platform  
Mrs. Jamie Smith

## **School Bell Schedule**

Kindergarten to Grade 4	
8:25	Supervision Begins
8:45	Warning Bell
8:50	Classes Begin
11:25-11:52	Outside Play Time
11:52-12:20	Inside Lunch Time
12:20	Classes Resume
1:50-2:05	Afternoon Recess
2:05	Classes Resume
3:06	School Dismissal

## **District Calendar**

Please visit [www.sd81.bc.ca](http://www.sd81.bc.ca) for the most up to date calendar.

## **Framework for Enhancing Student Learning**

J.S. Clark's School Goals for 2024-2025

1. To increase the percentage of students meeting and exceeding grade level expectations in reading and numeracy.
2. All students will demonstrate increased school connectedness and feel safe and welcomed at school.
3. All students will demonstrate career preparedness.

Each year our Framework is updated, after consultation with staff, students, and parents. Our Framework is made available at the end of October each year. You can view a copy our Framework at our school website: [www.sd81.bc.ca/jsc](http://www.sd81.bc.ca/jsc)

## **Vision Statement for School District #81**

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

## **J.S. Clark School Mission Statement**

At J.S. Clark we provide a safe and nurturing environment. We believe that our school is successful when our students have the opportunities to:

- Develop individual and intellectual potential;
- Develop emotional stability and positive social relationships;
- Aspire to become lifelong learners;
- Value the uniqueness of each other.

## **J.S. Clark Code of Conduct**

The purpose of our Code of Conduct is to provide a safe, caring and orderly school environment for our students.

Students in School District #81 are expected to:

1. Treat others with dignity, respect, tolerance and courtesy.
2. Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, bullying, disruption or discrimination (ie, discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons, gender identity or expression, and age).
3. Act in a safe and responsible manner toward themselves, others and others' property.
4. Comply with classroom and school standards for attendance, promptness, language and behaviour.

Each school will describe consequences for misbehavior that reflect the maturity level of its students and allows for special considerations for exceptional students. When it is possible to do so, our schools will focus on consequences that are restorative in nature.

The school principal's authority to discipline students for violations of the Code of Conduct is not limited to behaviors which occur during the school day or on school grounds. Any student behavior which negatively impacts the school environment could be subject to disciplinary action.

Finally, schools and the School District will take all reasonable steps to prevent retaliation against any student or individual who reports a breach of a School or the School District's Code of Conduct.

### **J.S. Clark Buddy Rules**

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 the District Code of Conduct and the J.S. Clark Buddy rules.

- |                                                             |                                                                                                                                             |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>B-</b> Be prepared.                                      | This means having all school supplies, homework, planners and materials at school.                                                          |
| <b>U-</b> Use good manners.                                 | This is especially important during assemblies, presentations, and emergency procedures.                                                    |
| <b>D-</b> 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. |
| <b>D-</b> Discuss problems.                                 | Remember that we cannot help you if we don't know there is a problem. We need to know about the problem before we can solve it.             |
| <b>Y-</b> 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.

Your child will receive three Learning Updates during the year in December, March, and June. As well, two formal Parent-teacher Meetings will occur in October and April. Please remember, parents may arrange a meeting with the teacher by phoning the school.

### **Assessment - Parent-Teacher Communication**

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/SSRT/Administrator are responsible for the following assessments.

- Kindergarten Yopp Singer Phonemic Awareness
- Reading Inventories Gr. 1-4
- Teacher created assessments on units of curriculum
- Writing samples

- FSAs (Foundation Skills Assessment Gr.4.)

**Parent Teacher Communication**

**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
- next steps to support learning
- how parents can support the child's learning at home

**Informal reporting** is completed at two additional times throughout the year. There are two scheduled parent teacher meeting times in the year. The first meetings are scheduled for October and the second set in April.

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

**Telephone Messages for Students**

Our school office is needed for regular duties 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.

**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 before and after school or during lunch, 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 Pansy Anderson at the School Board Office, 774-2591. Current bus schedules can be found at [www.sd81.bc.ca](http://www.sd81.bc.ca)

### **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:

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 below, 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.

**School Security**

If you are volunteering or visiting the school during the school day, please sign in at the front office. 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.

**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.

**Critical Incidents**

The Board of Education recognizes the importance of ensuring a compassionate and timely response to critical incidents of a traumatic nature that affect the normal functioning of the school. A critical incident may involve, but is not limited to, a death of a student or staff member by accident, illness, injury, or suicide, school fires, natural disasters, disturbing or threatening behaviour, or criminal investigations.

Details on specific critical responses, such as bomb threats, hold and secure, and lockdowns are clearly defined in the school-based Critical Response Plan, which is updated each September.

**Bicycles, Rollerblades, Skateboards and Scooters**

We want every student at J.S. Clark to be safe. Bikes, rollerblades, skateboards or scooters can be rode to school but must be walked once on the school grounds before, and after school, and during recess and lunch breaks. (Roller blades can be rode to the entrance and changed into runners inside the building). 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, ambulance 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**

Evacuation in winter is especially critical in the North. In the event of an emergency evacuation of the building, the following procedures are in place:

- 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 8:25 a.m. Please do not send your child to school before 8:25 a.m. 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
- extreme smoke/ unhealthy air conditions

Please ensure your child is dressed for the weather. On inside days, children may enter their classrooms at 8:25 a.m. when supervision begins.

Teachers and supervisors provide supervision during the following times:

Before School 8:25 a.m. - 8:45 a.m.

Recess 11:25 a.m. - 11:52 a.m.

Lunch 11:52 a.m. - 12:20 p.m.

Recess 1:50 p.m. - 2:05 p.m.

After school 3:06 – until all busses leave

### **Lunch Time Procedures**

This year students will be going outside to play from 11:25 a.m. - 11:52 a.m. and then eating their lunches in their classroom from 11:52 a.m. - 12:20 p.m.

- after dismissal at 11:25 a.m., 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 ill to be able to participate in the full range of activities that constitute a day at school.
- At 11:52 a.m., 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 12:15 p.m. 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 entrances. 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 ipads, 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 should be kept at home for safe keeping.

**Dress Code**

Age-appropriate attire must be worn at all times, ensuring that private body parts are sufficiently covered. Hats are not to be worn in class unless it is a special theme day.

**Parking Lot**

Please follow the posted speed limit for our parking lot – 10km/hour and be extra cautious when dropping off or picking up your child. Please pull up slowly to the curb and do not leave your car idling. Do not leave your car unattended in the bus zone which is located in the front of our building where the yellow barriers are along the sidewalk. 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. Please ensure your child has proper supervision when crossing the parking lot due to the dangers involved in high traffic times, **i.e** parents dropping off and picking up 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, Mike Power, at 774-2591, for assistance. (Policy 6330)

## **Student Support Programs**

### **Student Services Resource Teachers**

Our 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, ELL, 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.

### **Library Programs**

#### **Sign Out Materials**

Our library is open from 9:00 a.m. -3:00 p.m., Monday to Friday. There are regular weekly sign out times when the students are helped by their teacher and library staff. Also, whenever children finish their books they may come to the library to sign-out new items, which their teacher's permission. 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 to bring home 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 did a variety of fundraising events to raise money to bring exciting opportunities to our students. This include Flyin' Bob and new library books. They also provided some funds to all of the classrooms to buy new materials, as well as some items for the school. Fun Day, Grade 4 track meet and our end of year BBQ continue to be events that PAC helps out with.

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.

### **Social Media**

Our school maintains a Facebook page where pictures, notices, newsletters, reminders all get posted. Please join JS Clark Elementary Page.

### **School Messenger System**

The School Messenger application is a system School District 81 uses to increase communication. It provides the district, in the case of an emergency, the ability to communicate with all families through multiple modes of communication in a matter of minutes. Parents can “opt in” to receive a text message, but all primary contacts will receive a phone call and email (as provided to the school district) when there is a district-wide alert. The system is also used to alert families to bussing cancellations or lates.

**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, Mark Theobald, 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, Mike Power, at 774-2591. He 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.**

School District #81 Policy Manual  
**Financial Barrier, from Policy 6330**

5. **Financial Hardship**

- 5.1 All communications with students and parents regarding fees and deposits must include a statement explaining that fees will not be a barrier to student participation in school activities. No student will be denied educational opportunities offered at the school due to financial hardship.
- 5.2 A student eligible to have any fees waived as a result of an inability to pay shall not be discriminated against nor shall there be any identification of a student who has received a financial hardship waiver by use of special tokens or tickets, announcements, posting or publication of names, physical separation, choice of materials or by any other means. In no case shall any school district procedure expose a student receiving a hardship waiver to any type of stigma or ridicule by other students or school district personnel.
- 5.3 The district will structure activities to accommodate greater inclusion of students by selection projects that attain the expected learning outcomes in the most cost effective ways.
- 5.4 Financial support will be given to students who do not have the ability to pay.
  - 5.4.1 Parents and students are invited to approach the school staff or the Secretary Treasurer at 250-774-2591 if it is necessary to request a waiver of fees due to financial barrier. Support will be provided using the principles of fairness, respect, dignity, confidentiality and sensitivity.

## School District #81 Policy Manual

**School Closures****Policy 5510****May 4, 2004**

The Board of School Trustees has a responsibility to students to ensure their safety in a school setting. This responsibility extends to travel to and from school.

There may be occasions when it is necessary to close schools. School closures may be due to inclement weather or other emergencies.

Guidelines

1. Schools will remain open for instruction throughout the prescribed hours of the school year.
2. A weather criteria of 2500 watts per square metre or -40 C is defined as critical. Examples include:
  - a. A temperature of -45 C combined with a 10 km wind generates a wind chill cooling rate of approximately 2200.
  - b. A temperature of -40 C combined with a 20 km wind generates a wind chill cooling rate of approximately 2400.
  - c. A temperature of -45 C combined with a 20 km wind generates a wind chill cooling rate of 2550.
3. A wind chill factor in excess of this figure or a temperature of -40C will trigger a cancellation of bus runs. A second temperature reading will be taken at 8:00 am and if the temperature is above -40 C busses will commence their regular bus schedules, with a one hour change to the normal pick up time.
4. The Administrative Assistant will monitor the criteria through the use of the Environment Canada Weather Site on the internet  
<http://weatheroffice.gc.ca>

Announcements will be made on the local radio station and CBC North

5. Budget permitting, winter in town bussing will start on November 1 and will continue until Spring Break.

### Guidelines for School Closures Due to Unforeseen Emergencies

1. If unforeseen circumstances warrant closure of a school, radio announcements will be made on the local radio and CBC North.
2. Bus drivers will be notified immediately of such a decision. Bus runs will continue. If bus drivers find students at bus stops they will drive them to their regular school or a designated marshalling area, and parents/guardians will be notified. A bus run returning students to their regular drop off sites will take place, if necessary, once all parents have been notified.



**Regulation of Vehicular and Pedestrian Traffic on School District Property (Guidelines from Bylaw #1)**

The School Board has the right and responsibility to control access and safety on school property. The Board Bylaw #1, Regulation of Vehicular and Pedestrian Traffic on School District Property restricts vehicle access on school property to roadways and parking lots, and states that students must have permission from the school principal to drive or park their vehicles on school property.

In British Columbia, you cannot legally drive a motorized off-road-vehicle on a public road or in a school parking lot unless you have a valid driver's license, and the vehicle is properly registered. In general, this means students cannot drive or park off-road vehicles on any school district property.

If a student rides an off-road vehicle to school and parks it on school property, their parent will be contacted and asked to remove the vehicle in a safe and legal manner. If refused, the RCMP will be contacted.