

# Student Handbook

## Clover Bar Junior High School

### Knights' Nation!

50 Main Boulevard  
Sherwood Park, Alberta  
T8A 0R2

Telephone: (780) 467-2295

[www.cloverbar.ca](http://www.cloverbar.ca)

[cloverbarjh](mailto:cloverbarjh)

[principal.clb@eips.ca](mailto:principal.clb@eips.ca)



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Knights' Code

**Be safe**  
**Be respectful**  
**Be your best**



## Welcome to Clover Bar Junior High School

The staff at Clover Bar Junior High welcomes all returning students and extends a special welcome to all new students. We know that you are eager to share in the many academic, athletic and social activities that make this an excellent school. We encourage you to get involved and to add to the pride that students past and present have for our school.

We have very high expectations for daily behaviour and academic success. We expect nothing less than your personal best at all times. Your personal best will be achieved with a positive attitude, cooperation, by having respect for yourself and others and by taking responsibility for your actions.

This student handbook provides the information you need to be successful at Clover Bar. It is an excellent reference that you may want to refer to often.

### Mission Statement

# Aiming for the Future

All students learn best when they are welcomed, cared for, respected and safe. At Clover Bar Junior High, our staff are committed to supporting our students and providing opportunities for them to grow and learn. Our students are accountable for their choices, actions and behaviours and supported through academic interventions, school activities and options, leadership opportunities, Individual Support Plans (ISPs), Numeracy and Literacy supports, and regular, open communication between the school and families help our students be the best they can be!

### School Procedures/Routines/Regulations

#### Accidents

If an accident occurs on school premises, a staff member should be notified immediately. First aid and ice packs are available at the school office. In the event of a serious injury, the student is given first aid by certified staff and parents/guardians will be notified or requested to pick up the student. If parents are unavailable, staff will use their discretion and may take the student to a doctor or call an ambulance if immediate attention is needed for an illness or injury.

#### Activity Days

The activity afternoons have become a bit of a tradition in the last few years and have encompassed a number of different events. For example, before Winter Break, there are choices in different rooms: Christmas Karaoke, Card making, Ornament making, etc. We also incorporate a dance competition and end the day with a school wide line dance “party” to coincide with the Phys. Ed. Social dance unit. This builds interactions between students of different grades and allows teachers to interact with kids in different ways as well. It builds spirit and a sense of community. We will continue with these celebrations this year.



### **Alcohol/Drugs/Smoking/Vaping**

**The possession and/or use of controlled substances and paraphernalia, smoking, e-cigarettes, vaping and /or alcohol in the school, on school property or during school-related activities or field trips, by students is prohibited and will result in disciplinary action as per The Education Act and Administrative Procedure 355: Suspension or Expulsion of Students.**

Students may also lose the privilege of being allowed to participate in student appreciation days, attend future field trips or play on school teams if involved in the use of prohibited substances. Trafficking of controlled substances and/or alcohol will result in an immediate suspension with recommendation for expulsion. If there is reason to believe that a student is in possession of a controlled substance(s), the student's locker, personal belongings and person may be searched.

### **Allergies/Medical Alerts**

Please let us know in the office if you have a severe allergy or serious medical condition. EpiPens/medicine/medical equipment should be brought to school and please ensure that it is not expired.

Please note: Over the counter pain relievers are not available from the school office. The school office staff may only administer prescription medicine if we have written permission from parents or guardians on a school medical form.

### **Arriving Early to School**

Students should try not arrive before 8:15 a.m. unless they have a meeting or practice. Students who are dropped off at school before this time, may enter the school, but we ask that they wait on the benches outside of the office and not visit their lockers until 8:25 a.m. If you are arriving early for morning practices, please make sure you go directly to the gym!

### **Assessment (See also PowerSchool)**

#### **Administrative Procedure 360: Learning Assessment**

The Division is committed to ensuring ongoing, meaningful, reliable and valid assessment for all students.

Assessment is the process of gathering evidence designed to:

- improve student learning;
- guide effective instruction;
- make professional judgements about student achievement;
- provide information for reporting; and
- make informed decisions about student programming.

Assessment practices will:

- recognize the student as integral to the process;
- focus on student learning through ongoing descriptive feedback in reference to the curricular outcomes;



- ensure open and timely communication of assessment with students and parents/guardians; and
- include multiple sources of evidence from a variety of assessments.

Students will:

- be active learners demonstrating their learning through opportunities provided by the teacher;
- complete tasks to the best of their ability to demonstrate their achievement; and
- fulfill the requirements of a missed summative assessment or demonstrate a different level of understanding through a reassessment opportunity.

**Please see the Elk Island Public Schools Policies and Procedures for a more detailed and in-depth explanation of this Administrative Procedure.**

A wide variety of assessment tools are used, and teachers use their professional judgment and triangulation in determining final marks. Students and parents should refer to course outlines as well as communicate with the teacher to fully understand the assessment of a specific course.

### **Assignments**

Students are expected to complete all of the assignments for their core and options classes to the best of their ability, completely and on time in order to meet the learning outcomes for a course. Failure to meet these expectations may require study halls, suspensions or make-up time during options or extra-curricular activities. We strive to do our very best to support students who have missing work or assignments!

### **Athletic Teams**

Our Athletic Program at Clover Bar includes junior and senior teams for boys and girls in Volleyball, Basketball, Handball and Badminton. We also participate in division wide cross country, golf and track & field. We encourage students to listen to announcements carefully for opportunities to try out for the various teams. The focus of all of our teams is player development, sportsmanship, and enjoyment.

### **Attendance**

The Education Act requires that each student be in regular attendance throughout the school year. Parents are required to notify the school if a student is going to be absent or will be arriving late or leaving early. If a student is absent or late and we have not received a call or a note, we will contact parents/guardians.

It is the student's responsibility to collect missed work and to complete assignments missed during any absence. It is a great idea for students to have a 'study buddy' who will pick up work for them in case of an absence. Parents may also email teachers directly at any time with questions about missing homework or assignments.

Students who have 'unexcused' absences will be required to make up the missed time and may serve a suspension if required. In addition, students arriving late will be asked to report



to the office for an admittance slip. Several unexcused lates may also require making up missed time.

### **Awards**

Students who excel in various aspects of school life may earn various awards. Academic awards are typically presented in the fall at an evening awards ceremony while athletic awards are presented in the spring at an afternoon ceremony.

### **Backpacks/Purses**

Students are asked to carry their books and supplies in backpacks which can be stored in their locker during the day. We encourage students to visit their lockers in two block segments so they avoid going to lockers after every class.

Backpacks and purses are the property of the student but may be searched by administrators if there are grounds for suspicion of items that may compromise student safety or health.

### **Bicycles/ Skateboards/ Scooters**

Please remember that if you ride a bicycle / skateboard / scooter to school, you are responsible for wearing a helmet, and obeying the rules of the road. Please use a lock to secure your bike as well!! Scooters and skateboards can be securely left inside the front door of the school.

Please remember that these pieces of equipment are brought to school at your own risk.

### **Brightspace**

Elk Island Public Schools uses Brightspace as the platform for teachers to deliver digital content to students. Teachers will review how to access this content with students to ensure that they are able to sign in and get materials, as required, early in the Fall.

### **Bullying and Harassment**

## **Bullying is not tolerated at Clover Bar Junior High.**

According to the Alberta Education website, bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal, social, physical or cyberbullying. It can occur within a peer group or between groups. It can occur at school and in sports. The four most common types of bullying are:

**Verbal Bullying**—name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.

**Social Bullying**—mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.

**Physical Bullying**—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

**Cyberbullying**—using the internet or text messaging to intimidate, put down or spread rumors about someone.



**Please note: in order for us to respond to an incident of bullying, please report to us in a timely manner. If we are aware of the problem, we can deal with it proactively.**

### **Bus Behaviour**

We ask all students to follow expectations on buses, at bus stops and at transfer locations. These expectations will be shared with students at the start of the year. Misbehavior on the bus may result in a bus driver referral to the school administration with appropriate consequences being administered, including the possible loss of the privilege of riding on the bus.

### **Business Office**

The business office is located in the main office and receives all forms and money. Please remember to meet all the deadlines for the submission of money and forms in order to ensure that students are able to participate in the event or activity.

### **Cheating/Plagiarism**

Any student who is observed cheating, has been discovered to have cheated or has plagiarized will be immediately referred to the office. The student may be suspended and parents will be contacted. It will be the student's responsibility to demonstrate the learning outcome in a manner agreed upon by the teacher.

### **Course Outlines**

All teachers will distribute a course outline at the beginning of the course and may require parental signature. This course outline typically contains important information about the outcomes, assessments, fees, trips, and any other relevant information. Be sure to ask your teacher if you have questions!

### **Damaged Materials and Equipment**

Students are responsible for any willful damage to school property that is in their possession. A bill will be issued to repair or replace the item. In the event of an accident, administration will use discretion as to the replacement or repair of the material or equipment. Students that commit any vandalism to school property will be charged the repair or replacement cost.

### **Dress Code**

Students at Clover Bar Junior High are guided by good taste in dressing neatly and appropriately for a junior high learning environment. Clothing with inappropriate language, symbols of drugs and alcohol, obscene gestures, suggestive images or suggestive sayings should not be worn to school.

Staff discretion may be used to determine what is appropriate for a junior high working and learning environment. If a staff member determines that clothing is inappropriate the student may be sent to have a discussion with administration.



### **Early Dismissal Days**

Remember: the first Wednesday of each month is an early dismissal day at 2:10 p.m. for staff meetings. We follow the short-day bell schedule on these days. These are also designated “Food & Knights Gear Day” where we encourage students to bring a donation of non-perishable food and to wear their favorite “Knights” wear!

### **Emergency Drills**

Several practice drills are held throughout the year to prepare students for internal and external emergencies. Detailed information about these drills, evacuation, inclement weather, and lock-down, can be found on the EIPS website, as well as on our own school website.

### **Footwear**

Please make sure you are wearing appropriate footwear at all times in case of evacuation. We ask that you attempt to buy shoes with non-marking soles for use at school and in the gymnasium. Please help us to help keep the school clean and remember to remove snow, mud or dirt on the provided doormats.

### **Internet / Email / Computer Usage**

Students are expected to abide by the Student Responsible Technology User Agreement that is signed by every student and their parent/guardian upon registration at Clover Bar Junior High. The agreement includes guidelines for the responsible use of personal communication devices and school-accessed technology devices. Computers and Chromebooks for student use are available in the library and in the computer lab.

### **In-School Suspensions**

In-school suspensions are given by administration as part of the School Behaviour Plan and in alignment with the Education Act. In-school suspensions are served in the office. Students are not allowed in the hallways during regularly scheduled breaks. Teachers provide work for students to complete while on an in-school suspension.

### **Intramurals**

Clover Bar has gym activities almost every day at lunch where activities are organized and supervised by staff and may include basketball, volleyball, floor hockey or other sports.

### **Library**

When a student signs out material, she or he accepts the responsibility for its return in the same condition as when it was borrowed. Students will be charged for lost or damaged books.



### Lockers/Locks

All junior high students are provided with a locker located in the hallways which are grouped by class and grade. Students must use the locks provided by the school on these lockers. Also, students may receive a gym locker and lock where they can store clothes required for Physical Education, Fitness and Sport for Life. Lockers and locks are the property of Clover Bar Junior High and are subject to search if required.

### Lunch

At lunch time, we operate as an “open campus” for our students. This means that students have the option to eat at school or leave the school grounds at lunch time. Students who choose to eat at school have areas in which they may choose to eat during the first half of the lunch hour and then have unstructured free time for the second half of the lunch hour. Students are expected to clean up after themselves and make sure all garbage is disposed of properly.

Students that are going home or offsite for lunch should leave right at the beginning of the eating portion and return just before the end of the lunch hour.

We do serve a variety of reasonably-priced, nutritious lunches daily in our mini-mart.

### Nut Aware

There are students at Clover Bar Junior High with a severe allergy to nuts or exposure to nut residues. In some cases, this may pose life threatening health challenges, please be aware and diligent if bringing nuts to school.

### Personal Communication Devices

In reference to Administrative Procedure 145: Use of Personal Communication Devices, technology serves a purpose and that purpose should be identifiable and educationally valid.

**Cellphones and other electronic devices, including smartwatches, are allowed in the school unless this privilege is revoked by the principal or assistant principal.** If parents choose to send a device to school with their child, the school requires that:

- **be left in the student’s locker during class time**
- always be on “silent” mode
- be used responsibly at approved times and at the discretion of a teacher/admin
- not be shared with other students (parents have agreed to the use of the device and its contents only in regard to their own child; some parents may not be in favour of their child using the device of another student)
- not be used for digital recordings of **any students or staff without permission** (no photos, videos, voice recordings, etc.)
- Not be used to access restricted or adult content material, software or applications. (This is a parental responsibility)





Students may use their cell phones before school, during the 10 -minute class breaks or during lunch break, or as directed by staff. Bringing personal devices to school can be a risk and as such, the school is not responsible for the loss or damage of these items. A courtesy telephone is available in the office for student use.

Students who choose not to adhere to personal device expectations may have personal devices confiscated by staff for the remainder of a day, or a parent may have to contact the administration to pick up the device. To avoid these consequences, please ensure your child follows the expectations of the school.

PCDs are defined as any personal digital device that connects to the internet through WIFI, cellular network or other mobile devices. This includes cellphones and tablets

Failure to adhere to the personal communication device policy(s) above will result in the following consequences.

**1st Offence** - The teacher will verbally warn the student and make a record of it in PowerSchool.

**2nd Offence** - The PCD will be confiscated and will be sent to the office. The student will be permitted to collect their PCD at the end of the school day. Parent and/or Guardian will be notified.

**3rd Offence** - the PCD will be confiscated and will remain in the office until a Parent or Guardian is available to collect the PCD.

**4th Offence** - School discipline.

### **Personal Property**

Students are responsible for their personal property, and we encourage them to leave valuable items at home. Any money and valuables should remain secured in lockers. Schools do not carry liability insurance covering the loss of personal property and therefore the school cannot be responsible for lost or stolen property. We will do our best to investigate reports of missing personal property. Clover Bar Junior High students have an excellent history of turning found items into the office and we strongly encourage continuation of this practice.

### **Photographs/ Video Recording**

Students are prohibited from taking photos / video-recording / voice-recording in the school or on school property unless express permission has been given by a staff member for a school-related project. Students will not take photos of classmates or staff without their permission. Students should not post photos or videos of students, staff or school events on personal social media websites. School administrators reserve the right to review any material or content to monitor files in order to determine appropriate use.



### **PowerSchool**

Students and parents are encouraged to use the PowerSchool portal that is a web-based program that connects you to the teachers' Grade Books and will provide you with ongoing assessment information, comments and absence information in real time. Cumulative marks (Progress reports) will be displayed in late October, prior to Parent/Student/Teacher conferences. Cumulative marks will again be calculated and continuously displayed for the remainder of the school year during the spring interview cycle.

Individual assignment marks and comments can be viewed for each course and as per the progress report schedule. Term progress reports are paperless. Term averages and comments can be viewed through the PowerSchool portal during Term Progress Reporting periods which take place one week prior to through one week following Parent/Student/Teacher conferences in fall and spring. Final report cards are also digital and available on the last operational day.

Passwords are provided to parents and students from the school office if requested. If you have lost or forgotten your login id or password, the office can reset and provide you with a new one. To assist you in logging into the Portal you may visit <http://www.eips.ca/content.php?page=309> for an instructional video. To login to the Portal go to <https://powerschooleips.ca/public>.

Please feel free to contact teachers with any questions or concerns as they are your first point of contact. In most instances, face-to-face, phone or email communications are most effective in addressing emerging concerns regarding the student's academic performance.

### **Scent Aware**

Some students and staff members at Clover Bar are extremely sensitive to scents and chemicals and may have life threatening reactions. Students are asked not to use any perfumes, colognes, or body sprays in the school hallways or change rooms.

### **School Behavior Plan**

The underlying philosophy of the Clover Bar Junior High behavior plan is that all students have the right to learn in a positive environment. A positive learning environment is one in which students are encouraged to make appropriate choices and are responsible for their own behavior. There are logical and natural consequences for the choices students make. Our goal is to share this responsibility between staff, students and families to support students to make positive choices. We believe that learning to take responsibility for one's actions and making positive choices is an important component in student growth and learning.

**We expect that our students will be safe, respectful and try their best at all times.**  
This includes regular and punctual attendance as well.



Each teacher will develop and state the expectations for students to follow while in their classroom. Progressive discipline will be used if students are not making appropriate choices and the teacher may use steps such as:

- Eye contact, proximity, verbal warnings and reminders about expectations
- Loss of privileges
- Removal from class for short periods
- Parental contact
- Study hall or detention
- Referral to the office
- Written negative referral to administration

Depending on the seriousness of the offense, any of the above steps may be bypassed and the student may be immediately referred to the office. Office referrals from a staff member or any offence brought to the attention of administration may result in discussions, detentions, contact home, removal from a class for a period of time, in-school suspension or an out of school suspension as per the Education Act.

### **Student Responsibilities**

#### **Administrative Procedure 350: Student Code of Conduct**

The primary focus of the Student Code of Conduct is to help students learn how to:

- resolve issues peacefully;
- develop empathy; and
- contribute to a welcoming, caring, respectful and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

The Student Code of Conduct encourages compliance with Section 31 of The Education Act.

Students are expected to display acceptable behaviour. Examples of acceptable behaviour include:

- Respect yourself and the rights of others in school.
- Treat all students and staff with dignity, respect and fairness at all times.
- Make sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects diversity and fosters a sense of belonging of others in your school.
- Resolve conflict or seek assistance to resolve conflict in a peaceful, safe and non-threatening manner that is conducive to learning and optimal growth. Parameters for addressing conflict between students may be dealt with through counselling, community conferencing or other forms of restorative justice.
- Refrain from, report and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours and/or electronically.
- Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Act in ways that honour and appropriately represent you and your school.
- Attend school regularly and punctually.
- Be ready to learn, actively engage in and diligently pursue your education.
- Know and comply with the rules of your school.



- Co-operate with all school staff.
- Be accountable for your behaviour to your teachers and other school staff.
- Take appropriate measures to help those in need of assistance.
- Be kind to all persons.
- Demonstrate honesty and integrity.
- Demonstrate respect for authority, other people and their personal property, school property and equipment.
- Demonstrate digital citizenship through the appropriate use of technology.
- Contribute positively to your school and your community.

**For your reference, Elk Island Public Schools has also developed the following policy for suspension or expulsion of students (Administrative Procedure 355)**

#### **Suspension**

Suspension is applicable in instances where in the opinion of the Teacher/Principal:

- the student has failed to comply with section 31 of the Education Act;
- the student has failed to comply with the Division's code of conduct;
- the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school; or
- the student has distributed an intimate image of another person who did not consent to the distribution.

A teacher may suspend a student from one class period. A principal may suspend a student from one or more class periods, courses or programs for a period of up to five school days.

Suspension may be deemed appropriate in instances where the student:

- repeatedly refuses to follow the directions of a staff member;
- habitually neglects their duty;
- uses inappropriate, profane or abusive language or gestures;
- smokes, vapes or uses tobacco;
- distributes, sells, possesses or is under the influence of drugs or alcohol;
- possesses paraphernalia related to the use of drugs or alcohol;
- demonstrates irregular attendance without justification;
- engages in the inappropriate use of technology;
- engages in wilful destruction of property or acts of vandalism;
- demonstrates behaviour that is a danger to persons or property;
- tampers with fire equipment;
- is found to be (or admits to being) a party to a serious offense;
- engages in behaviours including, but not limited to, fighting, harassment, sexual abuse or assault, intimidation, or verbal or physical abuse of students or staff; or
- demonstrates behaviour that is disruptive or threatens to disrupt the orderly functioning of school activities.

**Please see the Elk Island Public Schools Policies and Procedures for a more detailed and in-depth explanation of this Administrative Procedure.**



## School Fees

Fees are typically associated with an option. **These must be paid in order to participate in the class. Please carefully consider the fees prior to making your course selection.** All fees charged for complementary courses are cost-recovery, which means that if there are fees which were not used during the delivery of the course, they will be reimbursed to families, or they can be applied to outstanding school fee balances.

The course fee covers supplies that are consumed during the course. Some complementary courses also have a field trip established for the course as well. The field trip fee covers the expected expenses of anticipated field trip(s). Field trips are excellent opportunities for students to experience the course's learning outcomes in a unique way outside of the classroom. However, **field trip fees must be paid prior to a student attending a field trip.** In this way, if a family wishes to opt out of the field trip, they may do so. Field trips will be taken only when sufficient payments have been received to cover costs of the trip and therefore may be canceled if necessary.

If the decision is made to opt out of the field trip, students will still be expected to attend school on those days and work will be provided. Clover Bar does offer some courses where the field trips are not an option and are therefore included in the course fees as mandatory. These courses are Recreation Fitness; Fitness and Wellness; and some Performance Arts classes. Fitness courses are field trip-based courses with a variety of activities that often take place off-site. If students do not wish to participate in all recreation fitness field trips, they must select another option.

The Performance Arts field trips take place on-site with outside guest experts who come in and host sessions for students to participate in. These fees are included in the course fees as well and participation is mandatory.

Registration information, including option descriptions, fees, and option selection information can be found on the Clover Bar website.

Types of Fees include:

- Non-Instructional Student Fees such as lock and locker rental, athletics uniforms, band rentals
- School Generated Funds to cover costs such as field trips, and
- Extra-Curricular Activities Fees to cover costs of activities that occur outside of the school day.

Fee payments are first applied to the Learning Resource Fees followed by non-core fees and then non-instructional fees. For example, if a family has not paid their fees, and then pays toward a field trip, those fees are applied to the Learning Resource Fees owing, and not the field trip. All Fees must be paid in full prior to attending a school field trip or participating on a school team. In the event of financial hardship, families are encouraged to contact the school principal to arrange installment payments if they are unable to pay the full amount on time.



### **Security Cameras**

Clover Bar Junior High has security cameras mounted inside and outside the school. The cameras record activity 24 hours a day.

### **Study Hall**

At Clover Bar Junior High, it is an expectation that all students will complete their assignments properly and when assigned by teachers to ensure success. Students who do not fulfill these expectations may be assigned study hall at lunch by their respective teacher. Study Hall may also be assigned to students for negative referrals, disruptive behavior, arriving late to class and truancy.

Study hall is in a classroom and is supervised by an administrator. It begins at 12:24 PM on a regular day and 11:44 AM on a short day. Students are to take their lunch and materials with them and work quietly on their assignments. Failure to attend an assigned study hall may result in further consequences and parents/guardians may be contacted.

### **Visitors**

Visitors and volunteers are welcome at Clover Bar Junior High. All visitors must report to the office and sign in. There are many opportunities for students, parents and staff to get involved in school related and community-partnered activities as well! Please make sure you stop in and say, "Hi"!