

Clearspring Middle School

Blazing Trails in Education



student handbook

2020-2021

Phone: 204.346.9644
Fax: 204.346.9714
Website: www.cms.hsd.ca

Twitter: @clearspringhsd
Instagram: clearspringhsd

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Welcome to Clearspring Middle School

Principal's Message

Welcome to our school! We seek to be a place of safety and adventure in learning, and are glad you are part of our school. We hope you will find your classes engaging, and that you will feel welcomed by our students and staff.

This year will be fairly different for all of you. We need to stay in cohorts. We need to wear masks. We need to keep distance. We will be outside more. Nonetheless, We are going to have a great school year.

We expect that you will learn much at Clearspring Middle School. We are a Growth Mindset school. That means that we expect our students to embrace challenges, to push through setbacks, to believe that effort is very important, to use feedback and criticism as a way to improve, and to be inspired and learn from the success of others. This is especially important in a year when we face a pandemic.

Each person is an individual who learns in unique ways. We want to honour that, and invite you to consider your learning as a journey. Our aim is that everything you learn will help you become the person you want to be.

This handbook outlines how we want to work together to ensure that every student has the best chance possible to learn at CMS. You are invited to do your part to make this school a better place!

Principal: Ed Neufeld
Vice-Principal: Merrilee Plett

CMS Treaty Acknowledgement:

Clearspring Middle School is built on treaty land. In fact, the Metis trail used for trading ran right through the property on which our school is built. Treaty 1, the first treaty signed in Canada, was established in 1871 between Queen Victoria and various indigenous governments in southeastern Manitoba including the Chippewa and Swampy Cree Nations.

The relationship between Canadian schools and indigenous people has been difficult, especially as we think about the impact of residential schools. As a result, Canadian communities have much healing to do. CMS wants to be part of that healing, and taking this step to acknowledge our treaty partnership with indigenous people is one small contribution to healing and reconciliation.

Blazing Trails in Education!

Clearspring Staff

Principal

Ed Neufeld

Vice - Principal

Merrilee Plett

Administrative Assistant

Marcie Friesen

Heavenly Bowen

Faculty

Kailyn Dunn	Grade 5		
Dawn Gautron	Grade 5		
Sara Heese	Grade 5	Sherri Trihn	Learning Support 5/6
Elaine Kalyta	Grade 5	Candace Campbell	Learning Support 5/6 & School Counsellor
Tracey Sawatzky	Grade 5	Douglas Mack	Learning Support 7/8
Steven Schapansky	Grade 5	Sara Heese	Gr. 6 Flex Ed
Susan Tilling	Grade 5	Linda Szyszkowski	School Counsellor
		Elaine Kalyta	Lit Support
Natasha Janz	Grade 6		
Daphne Lee	Grade 6		
Meyson Martens	Grade 6	Meredith Hutchinson	Gr 5/6 Music
Alexandra Nikkel	Grade 6	Toban Janzen	Gr 7/8 Band
Maximillian Stanze	Grade 6	Neil Downie	Industrial Arts
Arlene Tkachuk	Grade 6	Krystyna Luczak	Human Ecology
		Helen Malandrakis	French
Melissa Dean	Grade 7	Trevor Paton	Physical Education
Amanda Manchulenko	Grade 7	Paul Reimer	Physical Education
Belinda Massey	Grade 7	Scott Johnson	Gr 7/8 Flex Ed
Jennifer Rogalsky	Grade 7	Tin Tran	Itinerate Teacher
Lisa Schipper	Grade 7		
Jesse Snyder	Grade 7		
Ronae Barkman	Grade 8		
Jon Kornelsen	Grade 8		
Peiki Loay	Grade 8		
Kevin Martens	Grade 8		
Courtney Riopka	Grade 8		
Chloe Tate	Grade 8		

Clearspring Staff

Support Staff:

Arlene Baldwin
Henry Pugoy
Jackie Turner
Renee Vogt
Viktoria Beitenger
Natalia Krueger
Veronika Kozareva
Pam Ilchyna

Librarian
Head Custodian
Assistant Head Custodian
Custodian
Assistant Custodian
Assistant Custodian
Assistant Custodian
Assistant Custodian

Educational Assistants:

Carrie Charriere
Gwen Friesen
Sharon Froese
Louella Giesheimer
Amber LeRoy
Dave Mensies
Erinn Penner
Ginger Penner
Beth Slusher
Helen Sawatzky
Ruth Sawatzky
Michael Wiebe

Superintendent of HSD:	Shelley Amos
Assistant Superintendent of HSD:	Colin Campbell
Assistant Superintendent of HSD:	Leanne Peters

Trustees:

Sarah Dyck
Ron Falk
Cyndy Friesen
Brad Unger

Pioneers
 Adventurers
 Difference Makers
 Leaders

Daily Routine

Grade 5 & 6 Day Schedule

8:43	Two minute warning bell
8:45-8:50	Homeroom or Religious Exercises (if chosen)
8:50-8:52	Opening Exercises
8:52-9:09	Homeroom Reading Period
9:09-9:42	Period 1
9:42-10:14	Period 2
10:14-10:28	Gr 5 & 6 Outdoor Recess
10:28-11:01	Period 3
11:01-11:34	Period 4
11:34-12:03	Period 5

12:03-12:30	Lunch
12:30-12:58	Lunch Recess (Outside)
12:58-1:31	Period 6
1:31-2:03	Period 7
2:03-2:17	Gr 5 & 6 Outdoor Recess
2:17-2:51	Period 8
2:51-3:24	Period 9
3:24-3:30	Homeroom
3:30-3:40	Dismissal (staggered)

Grade 7 & 8 Day Schedule

8:43	Two minute warning bell
8:45-8:50	Homeroom or Religious Exercises (if chosen)
8:50-9:23	Period 1
9:23-9:55	Period 2
9:55-10:09	Gr 7 & 8 Outdoor Recess
10:09-10:42	Period 3
10:42-11:15	Period 4
11:15-11:44	Period 5

11:44-12:15	Recess (Outside)
12:15-12:39	Lunch
12:39-1:12	Period 6
1:12-1:44	Period 7
1:44-1:58	Gr 7 & 8 Outdoor Recess
1:58-2:17	Reading Period
2:17-2:51	Period 8
2:51-3:24	Period 9
3:24- 3:30	Homeroom
3:30-3:40	Dismissal (staggered)

Arrival and Pick Up

Arrival Time:

- Students arriving by walking, biking or parent drop off should not arrive before 8:40 a.m. to avoid traffic jams with bus drop offs.

Dismissal Time:

- Students who are walking, biking or getting picked up will be dismissed at 3:35-3:45. Parents are asked to NOT arrive before 3:35.
- Bus students will be dismissed when their bus arrives (starting at 3:30)

Parents/Visitors Entering the Schools

In an effort to limit the number of additional people in our school, we are asking parents to limit their visits to the school building. Parents are asked to wear a mask anytime they enter the school building.

If you do need to enter the school building, please enter through the front door of the school that is labelled “VISITORS” and follow the instructions and spacing decals that are affixed to the floor. We will only be admitting 2 people in the front office at any given time. If it is at all possible, please do not bring multiple family members into the school building with you (we understand that if there are young children they will need to come with you).

Picking Up Students During the School Day

If you need to pick up your child during the school day, **please call the office when you are parked at the school and we will send your child out to you.** If your child is sick and needs to be picked up, please feel free to come into the office and your child will meet you there.

PLEASE NOTE!

If a student is picked up by someone other than their parent/guardian a note from the parent/guardian is required.

PHONE MESSAGES

Please leave phone messages for students to pick up at break or lunch time to help us keep classroom disruptions at a minimum.

Communication

We believe that communication between parents and school/teachers is one of the most important aspects of creating a learning environment that is essential for students.

Keep up with what is happening in our school!

- Daily announcements
- School website (www.cms.hsd.ca)
- Parent Portal
- School emails
- Instagram ([clearspringhsd](https://www.instagram.com/clearspringhsd))
- Twitter ([@clearspringhsd](https://twitter.com/clearspringhsd))
- Monthly newsletter
- Agenda notes
- Notes in backpacks

Attendance:

Please call us to let us know if your child is not coming to school that day due to illness, appointments and other reasons.

If they will be gone for an extended time, such as a family holiday, we ask that you inform the school and their teacher(s) ahead of time.

Office hours: 8:00 a.m.- 4:30 p.m.

Lines of Communication:

- Level 1
Student
- Level 2
Parents/
Teachers
- Level 3
School Based
Administration
- Level 4
Divisional Senior
Administration
- Level 5
Trustee(s)
- Level 6
Provincial
Government

If you have a concern with an issue in a particular classroom, please phone, write a note or send an email to the respective teacher. Often this will help sort things out. If a teacher has a concern, they will do the same.

Regardless of the level on the following outline, the communication process remains the same:

- A. Start at the source.
- B. Clarify your concern.
- C. Discuss the concern with the other person.
- D. Resolve the concern (review after a set period of time).
- E. If the concern cannot be resolved, consult the next level.
- F. If necessary, a mediator can be arranged.

Regardless of the concern, remember the best overall interest of the child is our primary focus. Parents and school staff members may disagree about what is the best way to resolve an issue. Please remember that the school staff has a responsibility to look after the best interests of all children. The needs of the many may be different than the needs of a particular child. The most important consideration is to help parents and the school staff work together in the best interests of students.

Safety

Visitors to the School

This year, due to Covid-19, parents are asked to limit their visits to the building. If you wish to speak with a teacher or principal/vice-principal, please call to make an appointment. If you wish to pick up your child during the school day, please call ahead. All parents and other visitors please report to the General Office.

Fire Drills and Storm Drills

A total of ten fire drills and two storm drills will be practiced each school year to familiarize students with evacuation procedures. As much as possible, these will be done in class groupings or cohort groupings.

Emergency Shelter

If necessary, the students will be directed to St. Paul's Lutheran Church or Woodlawn School.

Emergency Lockdown Procedures

Clearspring Middle School has an emergency lockdown procedure in place. This procedure is practiced as a drill. This plan is in place for situations when it is unsafe due to dangerous intruders or dangerous situations in the community. The main purpose of the procedure is for students and staff to be aware of how they can be safe in such an event.

Medication

Hanover School Division has established medically approved guidelines for the administration of medication in schools that ensure the safety of students. Before any medication is given out by the school, there is a form that needs to be completed by parents.

Any prescription medication that students are taking during the school day must be stored in our designated area.



School Closure Policy (due to weather)

In the case of school closure and/or cancellation of bus service throughout Hanover School Division, announcements will be made between 6:30am and 8:00am on radio stations **AM 1250**, **FM 96.7** and **CJOB 680**. Information is also posted on www.hsd.ca. and our own website www.cms.hsd.ca. You will also receive an electronic phone message from the division.

Contacting Your Child

If students have an urgent reason to contact their parents, they may do so with teacher permission. We urge parents to leave messages with the office if they need to contact their child.

In order to limit interruption of classes, messages to students will be given to them at breaks, lunch or after school. We will generally not call students out of class for a phone call unless it is an emergency.

We ask that, whenever possible, parents communicate after school arrangements with their children in the morning.

If parents need to text information to their child, please note that students are expected to not be using their phones for personal messages during class time. Students may check their phones at break and lunch. If there is an urgent message to relay to your child, please contact the school.

In the Event of a School-Wide Emergency

Information in this section from Hanover School Division:

Do not call the school or your child's cellphone.

Calling your child's cell phone during an emergency may put them at higher risk (depending on the type of emergency), by disclosing their location or drawing attention to them. Calling the school will also tie up lines and systems required for communicating with emergency responders, and may inhibit our ability to send or receive critical information. HSD has the ability through our divisional call system to send an automated message to all parents/guardians. For this reason, it is very important that your child's school has an accurate phone number on file to reach you.

Do not go to the school to pick up your child, unless requested to do so.

Although your natural instincts in an emergency may be to attend the school, please understand that doing so could impede emergency response services. Going to the school may interfere with emergency crews and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult.

Be sure to access official and reliable sources of information.

- Visit www.HSD.ca for update notifications
- Follow our official Twitter account @HanoverSD
- Call the HSD Administration Office at 204-326-6471
- Tune-in to local radio stations

Be aware of standard emergency procedures in place for schools:

- visit <https://hsd.ca> to learn more about emergency procedures such as Hold and Secure, Lockdown, Evacuation, and Sheltering in Place.

Covid-19 - General Notes

For up-to-date information about how Covid-19 is affecting schools, please refer to <https://hsd.ca/> and follow the various tabs.

If you have any questions or concerns about the safety protocols put into place, please reference the “Welcoming Our Students Back: Restoring Safe Schools” document posted on our CMS website: <https://cms.hsd.ca/> You can also reach out to your child’s teacher or school principal/vice principal. We are happy to talk to you!

Covid-19 - Screening

Parents have been asked by the Province of Manitoba to screen their children for Covid-19 symptoms EACH day before sending them to school. **Please keep your child home if they are exhibiting symptoms.** Use the screening tool at: <https://manitoba.ca/covid19/updates/about.html> . You will also be able to find links on our CMS website: www.cms.hsd.ca

Please let your child know every morning that they have been screened.

Every morning, as your child enters the school, they will be greeted by a staff member as asked if they have self screened.

If there is a symptom your child exhibits on a regular basis related to a different medical issue, please inform their homeroom teacher as soon as possible.

Covid-19 - Symptoms at School

Manitoba’s safety plan for schools includes procedures on how to respond if a child exhibits symptoms while at school. Students who are exhibiting symptoms will be brought to the medical room in the office, given an medical mask and asked to self isolate in that room. If more than one student is showing symptoms, alternative spaces will be used. Parents will be contacted to pick up their child as soon as possible. If parents cannot be reached, emergency contacts will be contacted to pick up your child. At that point, the caregiver will also be asked to call Public Health to inquire about next steps.

Please ensure that emergency contact numbers are up to date in Parent Portal. It is important for the safety of all that we can respond in a timely manner.

Covid-19 Contact Tracing and Cohorts

All students will be assigned to a Cohort consisting of 3 classes. Each cohort will have a specific entrance to the school and a path to follow inside the school. Each cohort will have a specified zone on the playground to use. Each student in a cohort will receive a coloured pinie or belt (these are commonly used in gym classes to identify which student is on a specific team) that they will wear when they are out on the playground so that supervisors can help them find which zone they are playing in that day. When classes are in gym class together, it will be with another class from their same cohort.

Public Health will have access to the names and contact information of the students in each cohort. Should Public Health need to follow up on a health issue related to Covid-19, they will contact the students of the specific cohort as they deem necessary.

The school will follow the lead of Public Health in all instances regarding to Covid-19.

Covid-19 Masks

The province has mandated that masks are required for all students and staff from Grade 4-12 whenever a distance of 2 meters between people is not possible as well as on the bus. Students at CMS will need to wear their masks when they enter the school, in the hallways and in most classrooms. Students will not need to wear their masks when they are outside for recess, outside for Phys Ed., or while eating lunch. Teachers will provide opportunities for other “mask breaks” throughout the day. If you’re child requires an exemption from wearing a mask, please provide a doctor’s note.

Students must bring their own masks from home. If they have forgotten, the school will provide them with a mask. Reusable masks need to be washed after one day of wear.

Covid 19 - Handwashing

Handwashing is one of the “foundational” ways the government has told us to prevent the spread of Covid-19. All of our classrooms at CMS have a sink and all will have hand sanitizer as well.

Students will wash their hands for a minimum of 20 seconds or use hand sanitizer:

- At the start of the day and before going home
- After going to the washroom
- Before preparing food
- Before and after lunch
- After getting hands dirty
- After wiping noses or handling dirty tissues
- After coughing, sneezing, or blowing noses
- After cleaning tasks
- Before and after recess

Entrances/Exits and Movement in the School

Due to Covid-19, movement within the school will be much more regulated than in the past. Students will be asked to follow specific rules regarding this including a designated entrance for their cohort.

Cohort 5A: 5HK, 5DG, 5SS - Enter West Gym Door

Cohort 5B: 5ST, 5KD, 5TS - Enter Front Entrance (South Door)

Cohort 6C: 6NJ, 6MM, 6DL - Enter Front Entrance (North Door)

Cohort 6D: 6AN, 6AT, 6MS - Enter East Stairwell (back of school - Gr 6/8 side)

Cohort 7E: 7JS, 7AM, 7JR - Enter East Stairwell (back of school - Gr 5/7 side)

Cohort 7F: 7MB, 7MD, 7LS - Enter Bus Loop Door by Basketball Tarmac

Cohort 8G: 8RB, 8JK, 8PL - Enter Tech Ed Door (on north side of school)

Cohort 8H: 8KM, 8CT, 8CR - Enter East Gym Door

Recovery Learning

Recovery Learning needs have been identified for students at the end of last year. This year, teachers will continue to assess and plan accordingly to target these learning needs with a particular focus on numeracy and literacy.

CMS will host Strong Connections on September 18 and 21. During this time, teachers will further assess students' social-emotional behaviors as well as current academic needs.

Teachers will collaborate with HSD Instructional Coaches as well as CMS Learning Support Coaches to plan for supporting recovery of learning.

If you have concerns about your child and their academics, please reach out to their homeroom teacher to talk.

Calendar Highlights 2020-2021

September 8 Meet the Teacher
 September 9 First Day of Classes
 September 14 PAC AGM (7:00 p.m.)?
 September 15 Picture Day
 September 18 Strong Connections
 September 21 Strong Connections
 September 25 Cross Country #1 (paused)
 September 30 Orange Shirt Day
 September 30 Milk Run (paused)

**Terry Fox Run (paused)

October 2 Cross Country #2 (paused)
 October 12 Thanksgiving (No School)
 October 20 Immunizations
 October 21 Immunizations
 October 30 Theme Day (paused)

November 4 Picture Retakes
 November 9 Admin/PD Day (No School)
 November 10 Remembrance Day Assembly (paused)
 November 11 Remembrance Day (No School)
 November 12 Parent Teacher Interviews

December 3 Band Concert (paused)
 December 4 Report Cards (Term 1)
 December 16 Gr 5 Christmas Concert (paused)
 December 18 Last Day of Classes before Christmas

December 19-January 3 Christmas Break

January 4 First Day of Classes
 January 17 Pink Week (paused)
 January 28 Options Day (paused)

February 5 PD Day (No School)
 February 15 Louis Riel Day (No School)
 February 26 HTA PD Day (No School)

March 12 Admin Day (No School)
 March 19 Report Cards (Term 2)
 March 23 Portfolio Evening (paused)
 March 26 MAC Dance (paused)
 March 26 Last Day of Classes before Spring Break

March 27-April 4 Spring Break

April 5 First Day of Classes
 April 16 PD/Admin Day (No School)
 April 21 Gr 6 Musical (paused)
 April 22 Gr 6 Musical (paused)
 April 27 Badminton Tournament (paused)
 April 29 Badminton Finals (paused)

May 13-15 Band Trip (paused)
 May 20 Gr 5 Information Evening (paused)
 May 24 Victoria Day (No School)
 May 26 CMS Track Gr 6 (paused)
 May 27 CMS Track Gr 5 (paused)

June 1 1500 m run Gr 7 & 8 (paused)
 June 3 Gr 7 & 8 Track (paused)
 June 8 1500 m Rain Date (paused)
 June 9 Concert Finale (paused)
 June 10 Rain Day for 7 & 8 Track (paused)
 June 21 Soccer Day (paused)
 June 29 Report Cards (final)
 June 29 Last Day of Classes

For ongoing updates for events, please visit our website at www.cms.hsd.ca



Extra Curricular Opportunities

There are many different learning opportunities that take place outside of school hours. Students are encouraged to participate in some form of extra-curricular activity. Some of the most rewarding and memorable school experiences will come from the “extras” in which students are willing to participate. These activities are for YOU!

****Due to Covid-19, provincial health directives may mean some changes to which activities are offered or how they are run. Please keep checking your email and our school website (www.cms.hsd.ca) for up to date information.**

Clearspring Middle School regularly offers the following programs:
(All are postponed due to Covid-19. As we can open these programs up we will send out information to parents)

Athletics

- Volleyball
- Basketball
- Badminton
- Track and Field
- Running Club
- Dragon Boat
- Cross Country Skiing/Snowshoeing

Student Leadership

- Grade 8 Ambassadors
- Grade 7 Connect Crew
- CMS Allies (nominated)

Making a Change

- M.A.C Sessions (Gr 7 and 8)
- Mini M.A.C. (Gr 5 and 6)

Arts

- Yearbook Team

In School Lunch Hour Activities

- Intramurals
- Student Initiated Clubs
- Choir



Learning Support

At Clearspring Middle School, our learning support teachers expect to work with each student in each classroom. Their role is to assist teachers in their role of planning and facilitating learning in each classroom for the benefit of every student. This will mean that learning support teachers work with students who need assistance in attaining the basic skills necessary, with students who are working at level and with students who need additional challenges to promote their continued learning.

When warranted, the learning support teacher may refer the student to divisional clinicians to administer tests to help diagnose a student's learning ability and skills.

The learning support teacher will also assist in adjusting and monitoring programs for students with special needs. The program adjustment will be based on recommendations from teachers and other specialized personnel in order to best accommodate the needs of the particular student.

Grade 5 & 6: Ms. Sherri Trihn
Ms. Candace Campbell

Grade 7 & 8: Mr. Doug Mack

School Counselling

The primary goal of a school counsellor is to help every student be successful at school and reach their potential. They work with whole classes, with small groups, individual students, parents and teachers. They help students with positive learning behaviours (time management, study skills and setting goals), positive social skills (peer relationships, family relationships, managing feelings, solving conflict, character education, self-esteem), and career development (self-identity, interests and skills, career options).

All students are welcomed and encouraged to visit the counsellor at any time. If circumstances warrant, students may be referred to other professionals for further assistance. Student concerns are kept strictly confidential except in situations of child protection, potential harm, legal action, or consultation.

Parents with concerns about their child should feel free to contact their child's classroom teacher or the principals who will see that the best possible care will be given to the student in need. This may include referring the student to the school counsellor.

School Counsellor:

Ms. Linda Szyszkowski
Ms. Candace Campbell





Physical Education

Physical fitness and healthy lifestyles are important to all of us! White soled or non-marking soled runners are required in the gym. Outdoor or regular shoes are not allowed.

Students will spend as many gym classes as possible outside so we can manage physical distancing in a responsible way and so that students can have a “mask break”. **Students should be prepared to go outside even in cold or wet (drizzle) weather. It is important that all students have winter jackets, ski pants, winter boots, mitts, toques and scarves as the weather gets colder.**

Students will not be changing for gym class this year to limit the time spent in changerooms due to physical distancing.

Jewelry of any kind is not permitted during gym class, intramurals or extra curricular activities.

Concussions

From time to time, students experience concussions. Parents are asked to please communicate with the school if their child has a concussion so that we can plan appropriately for their child’s return to learn and return to play.

Any documentation, recommendations and/or plans from a doctor regarding restrictions and other measures regarding a child’s return to learn and return to play should be shared with the school as well.



Peanut Alert!

We want to ensure safety for all our students and staff. We do have several individuals in the school that have severe allergies. **We ask that you not send any peanut related items along in lunches.** Thank you for working along with us!

Lunch - Staying on School Grounds



Students are allowed off school grounds for lunch only if...

- Students have a note at the beginning of the year saying they will be going home for lunch during that school year
- Students who do not regularly go home for lunch bring a note on the specific day indicating they will go home for lunch
- All notes should be handed in to the homeroom teacher.
- Students will not be permitted to spend unsupervised time in the neighbourhood or in town over lunch hour.
- Students are permitted to eat lunch at a friend's house if that student is picked up from school by their own parent.
- **In all cases, if students are leaving the school at lunch hour (unless they regularly go to their own home for lunch) they will need to be picked up by a legal guardian.**

Lunch - Expectations

Students are invited to remain at school over the lunch hour. Students who choose to do so have the following expectations:

- Students eat lunch being respectful of the people around them, the supervisors and the environment around them.

Due to Covid-19 the following expectations will be in place:

- Students will eat at their assigned seat
- Students cannot share any food items with another student.

There will be no canteen, vending machine or microwaves available at this time. Please do not send food along that needs re-heating.

Water fountains will be closed, but water bottle filling stations will be available.

Recess

All students are expected to go outside for morning, lunch and afternoon recesses. If there is an on-going medical reason why your child will not be able to go outside, please inform the homeroom teacher. Please ensure that your child is dressed appropriately for the weather conditions.

Due to Covid-19, students will be assigned to a cohort. Each cohort will be assigned to a specific zone on the playground to use that day. Students will wear a coloured pinnie or belt (supplied by the school) to help supervisors ensure students are in the correct zone. Each cohort will have a specific entrance and exit they will use to access the playground.

Recess breaks will be staggered so that Gr 5 and 6 students will be outside at a different time than Gr 7 and 8 students.

Teachers will be taking students outside on a regular basis. Please ensure that your child has appropriate clothing at school for this.

Indoor recess will occur on occasion due to weather conditions, usually rain or windchill. These decisions are made at the principal's discretion.

Learning Commons

Our Learning Commons (Library) is one of the most treasured spaces in our school! This is a special place where students and teachers research, study or read for enjoyment. It is also a place where puzzles, chess, Lego and other makerspace opportunities are offered. It is important that we treat this space with care and consideration.

Due to Covid-19, access to some of these materials may be limited or discontinued.

Please ensure that:

- Books, magazines and makerspace items are handled with care
- Books are checked out with the librarian and returned punctually
- Food or drinks are not brought into the library with an exception made only for special occasions or meetings, with principal approval
- A respectful working atmosphere is maintained



If a student has misplaced or damaged a book, students will be expected to pay the replacement cost of that book.



Bus Expectations

There are many occasions when our students are transported by bus, including transportation to and from home, extra-curricular events and class field trips.

Students are expected to behave in a way that keeps themselves and others safe and allows the bus driver to concentrate on driving.

Please observe the following:

- Sit quietly in your assigned seat
- Remain seated at all times
- Listen to the instructions of the bus driver
- Students in Grade 4-12 must wear a mask on the bus as mandated by the province

Students who do not follow the above expectations, or whose behaviour is deemed inappropriate, may lose their bus privileges.

Prohibited Items

Please do not bring the following items to school:

- Laser pointers
- Lighters
- Knives of any kind, including pocket knives
- Weapons
- Imitation weapons
- Other items that present a potential danger

Staff will confiscate the above materials.

Collectibles such as trading cards do occasionally become an issue at school. We will respond to these issues as they arise.

At CMS we do not:

- Trade collectibles for food
- Take collectibles from others
- Get into fights over collectibles
- Buy or sell personal items

Code of Behaviour

At Clearspring Middle School we encourage respectful, and responsible behaviour. Staff and students alike are working towards creating a safe, productive and inviting place for all children to learn. Student behaviour should not distract other fellow students from learning, or teachers from teaching effectively, or make others feel bad about themselves or unsafe in their environment.

Classroom teachers are generally responsible for day-to-day discipline and will use a variety of incentives as well as disincentives to ensure appropriate student behaviour. Teachers will be in contact with parents where necessary.

In the case that a student does not respond well to the teacher's efforts, that student will be referred to the principal or vice principal for counselling and/or discipline. Students may also be referred to the school counsellor for further counselling. Parents will be contacted where necessary.

As much as possible, discipline issues will be handled on an individual basis, where all circumstances will be considered. We will attempt to handle discipline in a way that reflects the welfare of the individual child as well as the security of the school. Follow-up to incidents will be reasonable, and, as much as possible, in keeping with the nature of the offense.

Please refer to the HSD website (www.hsd.ca) to see Hanover School Division's policies.

"We all make mistakes. It's how we come back from the mistakes that matters."
www.livelifehappy.com

Student Fees

Students will receive a checklist of fees at the beginning of the school year. Please return the list along with a single cheque to cover the total amount to their homeroom teacher in the first week of school. Parents may also pay these fees on Parent Portal. Most of these fees have already been paid by the school, so prompt payment is appreciated.

Grade 7-8 Fees:

Grade 7 : \$25 + \$7 (for bulk supplies) = \$32

Grade 8: \$17 (adjusted due to shortened school year last year)

The \$25 fee include use of consumables for industrial art, human ecology, art and band. The additional \$7 fee for Grade 7 students includes fee for agenda and bulk supplies (see school supply list).

Human Ecology/Industrial Arts



Our grade 7 and 8 students have a wonderful opportunity to study Human Ecology (previously referred to as Home Ec) and Industrial Arts (also referred to as Tech Ed) for one half day during the six day school cycle.

Students are expected to wear appropriate clothing as outlined by the Human Ecology and Industrial Arts teachers in order to comply with safety standards. Students are expected to follow all safety guidelines and requirements.



After Grade 8

Following Grade 8, CMS students register for the Steinbach Regional Secondary School. Letters will be sent home in March regarding course registration, school tours, and parent information nights at the SRSS. Staff from CMS and the SRSS will assist in registering the students. Please contact Mr. Ed Neufeld for inquiries on this subject.

CMS Achievement Awards

CMS students will be eligible to receive the following recognition for their learning this year. Certificates of achievement will be mailed home at the end of the year.

Albert Einstein Award Katherine Heinrich Award for Mathematics:

1. Ability to apply Mathematical knowledge to numerous situations.
2. Uses Mathematical logic to pursue solutions to problems.
3. Has a thorough understanding of math concepts (and different math strategies).
4. Asks interesting and insightful Mathematical questions.

Chris Hadfield Award and Roberta Bondar Award for Science:

1. Views the world through scientifically curious eyes.
2. Continually asks “why” questions.
3. Uses inquiry and design skills.
4. Has a thorough understanding of Science concepts.

Henry Hudson and Laura Secord Award for Social Studies:

1. Views the world through historical perspective
2. Consistently makes connections between historical events.
3. Uses critical thinking skills to ask interesting and insightful questions.
4. Has a thorough understanding of Social Studies concepts.

Sir Arthur Conan Doyle and Jane Austen Award for Writing:

1. Expresses themselves in a variety of voices.
2. Writes with their audience in mind.
3. Values the skill of revision and editing.
4. Takes risks using different writing formats.
5. Writing flows and keeps audience attention.

Martin Luther King, Jr. Award for Speaking:

1. Expresses themselves with poise and confidence.
2. Does not rely on reading from text while speaking.
3. Uses effective presenting skills.
4. Skilled Communicator.

Sigmund Brouwer Award for Reading:

1. Shows great effort in achieving a personal reading goal.
2. Reads for pure enjoyment and to gather information.
3. Reads with accuracy and fluency, as well as Comprehends from a variety of different genres.

Roch Carrier Award for French - Oral:

1. Pursues an interest in the French language and culture.
2. Takes risks in using new vocabulary and sentence structures.
3. Engages in conversation to practice their skills.
4. Works to improve detail in pronunciation and intonation.

Roch Carrier Award for French - Written:

1. Pursues an interest in the French language and culture.
2. Takes risks in using new vocabulary and sentence structures.
3. Engages in self-editing and revision of work to hone his/her skills
4. Works to improve detail in spelling, syntax and structure.

Robert Bateman and Emily Carr Award for Art:

1. Sees the world with an artist’s eye.
2. Takes risks in exploring new mediums.
3. Values the process of revision.
4. Thorough understanding of the elements of
5. design.

John Williams Award for Music:

1. Hears the emotion and story in the music.
2. Values the process of practice.
3. Thorough demonstration of the skills required to make music.
4. A highly collaborative leader.

CMS Achievement Awards Cont.

Clara Hughes and Jesse Lumsden Award for Physical Education:

1. Consistently exhibits the skills and values of teamwork and fair play.
2. Puts into practice their knowledge of a healthy lifestyle.
3. Demonstrates a thorough knowledge of physical activity skills.
4. Participated and showed leadership in phys ed class—where applicable.

Leonardo da Vinci Award for Technical Education:

1. Has an eye for form and design.
2. Is innovative and creative.
3. Has the skill base to achieve their vision.
4. Shows respect and understanding of safety procedures.

Julia Child and Emeril Lagasse Award for Home Economics:

1. Has an eye for form and design in sewing.
2. Has a developing palate in cooking.
3. Is innovative and creative.
4. Has the skill base to achieve their vision.
5. Shows respect and understanding of safety procedures.

Charlie Chaplin and Judy Garland Award for Drama:

1. Expresses themselves with poise and confidence.
2. Uses effective dramatic skills to maintain audience attention.
3. Shows great commitment to character.
4. Skilled communicator.
5. Shows creativity in planning productions.
6. Strong member of a dramatic team.
7. Willing to take risks.

Ansel Adams Award for Digital Art:

1. Sees the world through artist's eyes.
2. Thorough understanding of the elements of photography.
3. Understands the “storytelling” of photography.

Steve Jobs Award for Computer Technologies:

1. Sees the possibilities of Computer Technologies in a variety of situations.
2. Uses their skills to advance their learning.
3. Takes initiative in solving problems or answering big ideas using technology.
4. Values and practices digital citizenship.

Anne Frank and Gordon Korman Library Award:

1. Nominated by librarian
2. Love of words.
3. Curious about the people, emotions and worlds presented through prose and poetry.
4. Chooses to spend time in the library.
5. Understanding and respect for how the library works.
6. Finds solace and belonging in the library.

David Suzuki Award for Sustainability:

1. Sees the world as something to be respected and cared for.
2. Sees a need and takes the initiative to fill that need.
3. Uses their passion for sustainability to influence positive action.

Thomas Edison Award for Perseverance:

1. Has the determination to continue on, even if things are not always easy.
2. Continues to practice and redo in order to further their learning and understanding.
3. Understands that success sometimes comes from hard work.
4. Has a personal goal to be “better”.

Trailblazer Sports Award:

1. Consistently exhibits the skills and values of teamwork and fairplay.
2. Exhibited positive leadership.
3. Willing to take feedback and incorporate it into skill development.
4. Participated in three or more trailblazer teams/activities (there are 11 of them!)

Trailblazer Award for Leadership:

1. Seeks ways to influence peers to positive action.
2. Uses leadership skills to organize groups to positive action.

Trailblazer Citizenship Award:

1. Seeks ways to welcome and include a variety of students.
2. Seeks to be a consistently kind and caring individual.
3. Sees a need and takes the initiative to fill that need.

Digital Responsibility

Learning in today's classroom involves an ever increasing use of technology. As the world of technology moves forward, schools and teachers face challenges such as helping students to use technology to be more critical and creative thinkers and to use it in responsible and ethical ways.

The goal of the school division is to provide a positive and safe learning environment where the use of technology by students, inside or outside of the school, is done respectfully, ethically and responsibly to enhance student engagement and learning. Any use of technology that degrades or defames another student, staff member, or community member, is unacceptable and the consequences of the inappropriate use of technology will result in loss of privileges and disciplinary or legal actions by the school administration.

Digital Responsibility ensures students are respectful, responsible, and responsive when using technology as part of the inquiry learning process or when using technology and/or the Internet at school and at home.

Respect of Self and Others

- I will strive to be a good digital citizen
- I will take responsibility for my actions when using divisional technology to post, view information and images
- I will protect my personal identity by not sharing personal information such as my age, address or phone number with any online service or person
- I will not use personal or divisional technology to harass, bully, degrade or defame others
- I will only post or publish photographs, videos, or information once I have the permission of the individual(s) involved and a teacher has reviewed my work
- I will not create or forward inappropriate materials or communications

Care and Use of Personal Electronic Devices

- When allowed to use any personal electronic device, I will follow all of the cited conditions
- I understand that when I access and connect to the divisional network, my electronic device will be registered. It can be monitored and all computing activities can be traced back to me
- I will not connect to any external network while in school
- I will only use my personal electronic devices with the permission of my teacher and will keep it safely stored away when not in use
- When connected to the divisional network, I understand that it is my responsibility to turn off all peer-to-peer software (music, video, file sharing) or web-hosting services

Copyright and Intellectual Property

- I will make myself aware of and respect copyright and intellectual property laws
- I will act in accordance of copyright laws and not post or download illegal software, music, movies and images

Protection and Respectful Use of Divisional and Personal Technology

- I will take full responsibility for my actions with respect to the appropriate use of my personal or divisional technology
- I will be a responsible user of the network, file storage space and printers
- I will immediately report to the supervising teacher any abuse of divisional technology, inappropriate material, breach of security or a network problem

Cell Phones and MP3 Players

Students bringing a cell phone or electronic device to school must read and agree to the CMS Cell Phone/Electronic Device Contract. Parents must also read and agree to the contract.

Classroom teachers may choose to allow cell phones, tablets and/or MP3 players to be used in the classroom for learning purposes.

Each classroom teacher will have their own specific rules as to when or if students will be able to use these devices during class time. It is important that when allowed to use these devices in class, students should not be using them when the teacher is instructing, class discussion is occurring or group work is occurring unless specifically permitted by the teacher. Students should not be using their devices to text or otherwise send personal messages during class time. Personal messages can be checked and sent during breaks and lunch.

Remember that any use of cell phones or MP3 players at school must follow the Digital Responsibility Guidelines as outlined on Page 19 of this handbook. **If there is misuse of this technology, it is important to note that school staff has the right to confiscate any personal electronic devices. Confiscated devices will be returned to parents.**



Please note: Students are not required to bring electronic devices to school, although they are sometimes invited to. It is at the discretion of parents if devices are brought to school. Clearspring Middle School and Hanover School Division are not responsible for any damage done to devices or lost/missing devices. Please note that since lockers are no longer in use due to Covid-19 planning, students will not have a space to lock up their devices.

Photos and Video

Cameras, cell phones or iPods with cameras, or video cameras are sometimes brought to school. It is important for students to know that Hanover School Division Policy states that these devices can only be used with:

- express consent of supervising teachers
- full advance knowledge and permission of individual being recorded

Students and visitors to the school are expected to follow the signs that no photos are to be taken in bathrooms or change rooms at any time.

Misuse of images (still or video) can fall under the category of harassment. In some cases this may result in consequences up to and including suspensions, expulsion and police involvement. Posting images taken at school to social media should not be done and may result in consequences up to and including suspensions, expulsion and police involvement.

Harassment

At Clearspring Middle School, we work hard to ensure that every student and staff member feels safe.

Students who feel they are being harassed by another student should report this to a staff member or to the principal immediately. Depending on the situation, the harasser will be given a verbal warning, or parents will be contacted or it could become a police matter. Suspension of the harasser may occur at any point in the process.

Bullying, abusing physically, sexually or psychologically - orally, in writing or otherwise - any person or being involved in gang activity is against the HSD Freedom from Harassment Policy. This policy also outlines the procedure for investigating and dealing with harassment claims.

Choices About What to Wear

At CMS our standards regarding appropriate attire are based on respect for self and others.

The vast majority of work places have clothing expectations that take into account the work each workplace is doing and the atmosphere they want to create. The expectation at CMS is that all students and staff will dress in a way that is representative of a workplace where there is a focus on learning. While there are many clothes that may be appropriate at various places (ex: on the beach, working in the backyard, or at a party, etc...) these same clothes may not be appropriate for the CMS school, classroom and office environment.

The guidelines listed are representative, but not exhaustive. Our CMS expectations on dress help to protect the safety, self-confidence, self-respect, and self-esteem, of students.

Please respect the following:

- clothing and accessories which promote alcohol, drugs, sex, violence, profanity, gangs, sexism or racism are not acceptable.
- Revealing clothing should not be worn. Exposed undergarments are not acceptable.
- Footwear must be worn at all times.

Staff may ask students to change clothes accordingly.

Lockers

At this time, due to Covid-19 planning, students will not be issued lockers. Their personal items will be kept in a basket beside their seat in the classroom. When/if students are issued lockers should ensure that they keep them locked to avoid items being taken. Students should also be aware that the lockers are the property of Hanover School Division which means that HSD personnel may access the lockers.

Smoking/Vaping

Clearspring Middle School's building and school grounds are smoke free. In accordance with provincial and federal laws, students under the age of 16 are not to possess or use tobacco at any time.

Lighters or matches should not be brought to school or to the school grounds or they will be confiscated. Vaping is not permitted on school grounds and vaping paraphernalia will be confiscated.

Smoking or vaping will result in consequences such as suspension.

Use of Alcohol or Drugs

Possession or use of alcohol or drugs is not permitted under any circumstances for anyone. Violation could result in police involvement, suspension from school and a recommendation to the school board for expulsion from school.



At CMS we promise:

- To teach students, not subjects
- To believe the best, hope for the best, and cheer for the best in every person
- To teach in ways that respond to our students' needs
- To meet students where they are
- To make learning meaningful
- To be proactive rather than reactive
- To help each student feel valued
- To create an atmosphere that welcomes every student to belong
- To dream big and work hard
- To challenge all students to learn at high levels