

# Clearspring Middle School

*Blazing Trails in Education*



**student handbook**

2023-2024

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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.

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.

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: Merrilee Plett  
Vice-Principal: Candace Campbell

## Hanover School Division Treaty Acknowledgement

We acknowledge the traditional territory upon which the schools of Hanover School Division reside as the lands of Treaty 1 territory and the homeland of the Metis people. Hanover School Division operates on the traditional lands of the Anishinaabe. In the spirit of truth, reconciliation, and collaboration, we honour our relationship with Indigenous People and respect the contributions of history, culture, and language of Canada's original peoples.

***Blazing Trails in Education!***

# Clearspring Staff

## Principal

Merrilee Plett

## Vice - Principal

Candace Campbell

## Office Managers

Marcie Friesen  
Heavenly Bowen  
Shawna Kroeker

## Faculty

Sara Heese	Grade 5		
Elaine Kalyta	Grade 5		
Tracey Sawatzky	Grade 5	Sherri Trinh	Learning Support 5/6
Steven Schapansky	Grade 5	Karla Lysak	Counsellor 5
Susan Tilling	Grade 5	Douglas Mack	Learning Support 7/8
Rafael Guenter	Grade 5	Linda Szyszkowski	School Counsellor
Dawn Gautron	Grade 6		
Natasha Janz	Grade 6	Meredith Hutchinson	Gr 5/6 Music
Andrea Funk	Grade 6	Toban Janzen	Gr 7/8 Band
Daphne Lee	Grade 6	Neil Downie	Industrial Arts
Elizabeth Janzen	Grade 6	Krystyna Luczak	Human Ecology
Arlene Tkachuk	Grade 6	Trevor Paton	Physical Education
		Paul Reimer	Physical Education
Alexandra Nikkel	Grade 7	Scott Johnson	Gr 7 Flex Ed
Meyson Martens	Grade 7		
Belinda Massey	Grade 7		
Courtney Wong	Grade 7		
Lauryn Pappel	Grade 7		
Lisa Schipper	Grade 7		
Colton Martens	Grade 7		
Jon Kornelsen	Grade 8		
Peiki Loay	Grade 8		
Toban Janzen/Loretta Friesen	Grade 8		
Amanda Manchulenko	Grade 8		
Matthew Hoskins	Grade 8		
Jesse Snyder	Grade 8		

# Clearspring Staff

## Support Staff:

Arlene Baldwin  
Henry Pugoy  
Jackie Turner  
Natalia Krueger  
Eugenia Kupsch  
Viktoria Beitenger  
Cristina Abello  
Tetiana Novitska

Librarian  
Head Custodian  
Assistant Head Custodian  
Custodial  
Daycare Custodian  
Assistant Custodian  
Assistant Custodian  
Assistant Custodian

## Educational Assistants:

Carrie Charriere  
Sharon Froese  
Louella Giesheimer  
Dave Mensies  
Ginger Penner  
Helen Sawatzky  
Ruth Sawatzky  
Michael Wiebe  
Errin Penner

Bella Reimer  
Viktoria Vladimirova  
Janell Fast  
Audrey Ferrand  
Cassidy Esau  
Cassandra Friesen  
Lee Delyea  
Luidmyla Losiak  
Tammy Chadney

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

## Trustees:

Ron Falk  
Danielle Funk  
Lynn Barkman  
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
<b>10:14-10:28</b>	<b>Gr 5 &amp; 6 Outdoor Recess</b>
10:28-11:01	Period 3
11:01-11:34	Period 4
11:34-12:03	Period 5

<b>12:03-12:30</b>	<b>Lunch</b>
<b>12:30-12:58</b>	<b>Lunch Recess (Outside)</b>
12:58-1:31	Period 6
1:31-2:03	Period 7
<b>2:03-2:17</b>	<b>Gr 5 &amp; 6 Outdoor Recess</b>
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
<b>9:55-10:09</b>	<b>Gr 7 &amp; 8 Outdoor Recess</b>
10:09-10:42	Period 3
10:42-11:15	Period 4
11:15-11:44	Period 5

<b>11:44-12:15</b>	<b>Recess (Outside)</b>
<b>12:15-12:39</b>	<b>Lunch</b>
12:39-1:12	Period 6
1:12-1:44	Period 7
<b>1:44-1:58</b>	<b>Gr 7 &amp; 8 Outdoor Recess</b>
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 8:30 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 3:30. Parents are asked to NOT arrive before 3:30 due to traffic congestion.
- Bus students will be dismissed when their bus arrives (starting at 3:30)

## Parents/Visitors Entering the Schools

**Parents and visitors are required to enter through the front doors and check in at the main office.**

## 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](http://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 or mark in Parent Portal 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

## 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.

## Emergency Shelter

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

## 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.



## 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.



## 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](http://www.hsd.ca). and our own website [www.cms.hsd.ca](http://www.cms.hsd.ca). You will also receive an electronic phone message.

# 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. Gr. 7 & 8 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](http://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.

# Calendar Highlights 2023-2024

September 5 Meet the Teacher 4:30-6:00  
September 6 First Day of Classes  
September 8 Picture Day  
September 11 First Note Night for band students  
September 14 PAC AGM 7:00  
September 15 Strong Connections  
September 18 Strong Connections  
September 21 Cross Country #1  
September 25 Terry Fox Run  
September 27 Milk Run  
September 29 Orange Shirt Day Assembly  
September 30 National Truth and Reconciliation Day

October 3 Provincial Election (No School)  
October 4 Cross Country #2  
October 9 Thanksgiving (No School)  
October 13 Eastman Choral Workshop  
October 20 MTS PD day (No School)

November 1 Picture Retakes  
November 9 Remembrance Day Assembly  
November 10 Admin Day (No School)  
November 11 Remembrance Day  
November 15 Parent Teacher Interviews  
November 24 PD Day (No School)

December 1 Report Cards (Term 1)  
December 7 Band Concert  
December 13 Grade 5 Christmas Concert  
December 22 Last Day of Classes before Christmas  
Break  
December 23- January 7 Christmas Break (No School)

January 8 First Day of Classes

February 2 PD Day (No School)  
February 19 Louis Riel Day (No School)  
February 23 HTA PD Day (No School)

March 8 Admin Day (No School)  
March 15 Report Cards (Term 2)  
March 20 Portfolio Evening  
March 22 Last Day of Classes before Spring Break  
March 23-March 31 Spring Break (No School)

April 1 First Day of Classes  
April 15 Admin Day (No School)

May 16 Gr 5 Information Evening 7:00p.m.  
May 20 Victoria Day (No School)  
May 28 1200 m run Gr 7 & 8 4:30 pm  
May 28 CMS Track Gr 6  
May 29 CMS Track Gr 5

June 4 Gr 5 / 6 Divisional Track Meet  
June Rain Date for 1200 m Gr 7 & 8  
June 6 Barb Cheop Track Meet –Gr 7 & 8  
June 11 Rain Date Gr 5 / 6 Track Meet  
June 13 Rain Date Barb Cheop Track Meet  
June 21 PAC BBQ  
June 24 Soccer Day  
June 27 Last Day of Classes & Report Cards  
June 28 Admin Day

For ongoing updates for  
events, please visit our  
website at  
[www.cms.hsd.ca](http://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!

Clearspring Middle School regularly offers the following programs:

## Athletics

- Cross Country Run
- 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
- Chess



# 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

**Grade 5 & 6:** Ms. Sherri Trinh

**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.

### Contact Safety Numbers

24/7 Clinic Crisis Line  
204-786-8686

24/7 Manitoba Suicide Prevention  
1-877-435-7170

24/7 Canadian Suicide Prevention  
1-833-456-4566

Southern Health Crisis  
1-888-617-7715

Kids Help Phone TEXT  
1-800-668-6868  
<https://kidshelpphone.ca/text/>

Crisis TEXT Line  
<https://www.crisistextline.org/>

### School Counsellor:

Ms. Linda Szyszkowski  
Ms. Karla Lysak



## 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.

At CMS we believe that spending time being active outdoors is part of a healthy lifestyle. **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 are required to change for Phys Ed classes. This encourages positive lifelong habits and good hygiene. Appropriate footwear, runners with non-marking soles, is required.

**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.



## Nut 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 nut 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.
- Students will remain seated while eating.
- Students cannot share any food items with another student.

**There will be hot lunch opportunities. Watch for communication from the school for these days.**

**Water fountains and bottle filling stations are available to fill water bottles.**

# 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.

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 heavy 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.

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 learning 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 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. Bringing items that can be considered weapons or imitation weapons (even unintentionally) to school may result in disciplinary action.

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

Buying or selling items at school is not permitted.

Fundraisers may be arranged with the support of a teacher.

# 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](http://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](http://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 5 Fee: \$40 for supplies***

***Grade 6 Fee: \$40 for supplies***

***Grade 7 Fee: \$40 for supplies and \$30 for Human Ecology and Industrial Arts***

***Grade 8 Fee: \$40 for supplies and \$30 for Human Ecology and Industrial Arts***

## 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 Ms. Merrilee Plett 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 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.

## **Honourable Dr. Lillian Dyck 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.

## **Viola Desmond 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.

## **Gordon Korman 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.

## **Honourable Justice Murray Sinclair 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.

## **Gabrielle Roy 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.

## **Bill Reid 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 design.
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 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 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.

## **Tantoo Cardinal 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.

## **Domee Shi 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.

## **Ada Lovelace 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.

## **Wright Brothers Award for Design Innovation:**

1. Uses innovation methods to complete design process.
2. Shows creativity and originality.
3. Is able to reflect on what works well and possible ideas on what to change for future.

## **Anne Frank 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.

## **Autumn Peltier Award for Sustainability:**

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

## **Terry Fox 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 consistently kind and caring
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 Electronic Devices

**Grade 7 and 8 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. Grade 6 students may bring devices on special occasions and must have the contract signed. Grade 5 students are asked to not bring cell phones/devices to school.**

Grade 7 and 8 classroom teachers may choose to allow cell phones, tablets and/or MP3 players to be used in the classroom for specific learning outcomes. Students generally will not have access to their devices during class time. Grade 7 and 8 students' personal messages can be checked and sent during breaks and lunch.

Remember that any use of cell phones or electronic devices at school must follow the Digital Responsibility Guidelines as outlined on Page 22 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.

Cell phones are not permitted in bathroom or changerooms.

## Photos and Video

Devices with 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 phones 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, cyber bullying or 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.

We will follow the expectations set out in subsection 9(2) of The Human Rights Code regarding discrimination and The Respect for Diversity Policy set out by Hanover School Division.

## 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

When students are issued lockers, they 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/or 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