

# Clearspring Middle *School*

*Blazing Trails in Education*



**student handbook**

**2025-2026**

**Phone:** 204.346.9644  
**Fax:** 204.346.9714

**Website:** [www.cms.hsd.ca](http://www.cms.hsd.ca)  
**Instagram:** [clearspringhsd](https://www.instagram.com/clearspringhsd)

## Contents

3	Welcome
4-5	Staff Directory
6	Daily Routine
7	Arrival/Dismissal, Parent Visits and Pick Up
8	Communication
9	Safety
10	Contacting your Child, In Event of Emergency
11	Calendar Highlights
12	Extra Curricular Opportunities
13	Learning Support, School Counselling
14	Physical Education, Concussions
15	Nut Alert, Lunch, Recess
16	Recess, Learning Commons
17	Bussing, Prohibited Items
18	Code of Behaviour
19	Fees, Home Ec/Industrial Arts, After Grade 8
20/21	CMS Achievement Awards
22	Digital Responsibility
23	Cell Phones/Electronic Devices, Photos/Videos
24	Harassment Policy, Dress Code, Lockers
25	Smoking and Vaping, Drugs and Alcohol

# Welcome to Clearspring Middle School

## Principal's Message

Welcome to Clearspring Middle School! We are thrilled to have you as part of our learning community. At CMS, we believe in the power of a growth mindset, where challenges are opportunities for growth and setbacks are simply steps along the path to success. We value each individual, recognizing that every student brings unique strengths and potential. Here, we encourage you to embrace challenges with confidence, knowing that effort and perseverance are the keys to learning and improvement.

Our school is a place where you can take risks, try new things, and develop the skills that will help you grow academically and personally. Whether you're diving into a new subject, tackling a difficult problem, or participating in a new activity, we want you to push through obstacles and view them as part of the learning process. We celebrate effort, understanding that hard work and determination lead to meaningful progress.

We are committed to helping you become the person you aspire to be. The lessons you learn here, both in and out of the classroom, will serve as building blocks for your future. Our goal is to provide a supportive environment where you can explore your interests, develop your talents, and build the confidence to achieve your dreams. We look forward to seeing you grow, learn, and succeed during your time with us. Remember, every challenge you face is an opportunity to become stronger and more capable.

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! Welcome to our school—we're excited to be part of your journey!

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

## Administrative Staff

Heavenly Bowen  
Shawna Kroeker

## Library Support Specialist

Arlene Baldwin

## Faculty

Sara Heese Grade 5  
Elaine Kalyta Grade 5  
Tracey Sawatzky Grade 5  
Steven Schapansky Grade 5  
Susan Tilling Grade 5  
Rafael Guenter Grade 5

Dawn Gautron Grade 6  
Burke Heide Grade 6  
Andrea Funk Grade 6  
Daphne Lee Grade 6  
Natasha Janz Grade 6  
Arlene Tkachuk Grade 6

Alexandra Nikkel Grade 7  
Meyson Martens Grade 7  
Emily Smith Grade 7  
Courtney Wong Grade 7  
Kevin Dyck Grade 7  
Colton Martens Grade 7

Jennifer Rogalsky Grade 8  
Peiki Loay Grade 8  
Loretta Friesen Grade 8  
Amanda Manchulenko Grade 8  
Matthew Hoskins Grade 8  
Adam Buhler Grade 8

Karla Lysak  
Melissa Hiebert  
Douglas Mack  
Scott Johnson  
Lynn Albig

Learning Support 5/6  
Learning Support 5/6  
Learning Support 7/8  
Learning Support 7/8  
School Counsellor

Meredith Hutchinson  
Toban Janzen  
Neil Downie  
Krystyna Luczak  
Trevor Paton  
Paul Reimer  
Scott Johnson

Gr 5/6 Music  
Gr 7/8 Band  
Industrial Arts  
Human Ecology  
Physical Education  
Physical Education  
Gr 7 Flex Ed

# Clearspring Staff

## **Custodial Staff:**

Henry Pugoy  
Jackie Turner  
Natalia Krueger

Head Custodian  
Assistant Head Custodian  
Custodial

## **Support Staff:**

Jocelyn Reitmeier  
Daniele Chiniah-Judson  
Julie Herrington Jules  
Virginia Gerbrandt

Youth Support Worker  
Youth Support Worker  
Health Care Aide  
Health Care Aide

## **Educational Assistants:**

Sharon Froese  
Janell Fast  
Dave Mensies  
Krima Pandya  
Tammy Chadney  
Michael Wiebe  
Lee Delyea  
Audrey Ferrand  
Katheryn Giesbrecht  
Liudmyla Losiak  
Nicole Kipe  
Sarah Janzen  
Stacie Lindsay

Superintendent of HSD:

Joe Thiessen

Assistant Superintendent of HSD:

Marlin Adrian

Assistant Superintendent of HSD:

Leanne Peters

## **Trustees:**

Brad Unger  
Ron Falk  
Danielle Funk  
Lynn Barkman

Pioneers  
Adventurers  
Difference Makers  
Leaders

# Daily Routine

## Grade 5 & 6 Day Schedule

8:43	Two minute warning bell	<b>12:01-12:31</b>	<b>Lunch</b>
8:45-8:50	Homeroom or Religious Exercises (if chosen)	<b>12:31-1:01</b>	<b>Lunch Recess (Outside)</b>
8:50-8:52	Opening Exercises	1:01-1:34	Period 6
8:52-9:04	Homeroom Reading Period	1:34-2:07	Period 7
9:04-9:37	Period 1	<b>2:07-2:19</b>	<b>Gr 5 &amp; 6 Outdoor Recess</b>
9:37-10:10	Period 2	2:19-2:52	Period 8
<b>10:10-10:22</b>	<b>Gr 5 &amp; 6 Outdoor Recess</b>	2:52-3:25	Period 9
10:22-10:55	Period 3	3:25-3:30	Homeroom
10:55-11:28	Period 4	3:29—3:45	Dismissal (staggered)
11:28-12:01	Period 5		

## Grade 7 & 8 Day Schedule

8:43	Two minute warning bell	<b>11:49-12:19</b>	<b>Recess (Outside)</b>
8:45-8:50	Homeroom or Religious Exercises (if chosen)	<b>12:19-12:49</b>	<b>Lunch</b>
8:50-8:52	Opening Exercises	12:49-1:22	Period 6
8:52-9:25	Period 1	1:22-1:55	Period 7
9:25-9:58	Period 2	<b>1:55-2:07</b>	<b>Gr 7 &amp; 8 Outdoor Recess</b>
<b>9:58-10:10</b>	<b>Gr 7 &amp; 8 Outdoor Recess</b>	2:07-2:19	Reading Period
10:10-10:43	Period 3	2:19-2:52	Period 8
10:43-11:16	Period 4	2:52-3:25	Period 9
11:16-11:49	Period 5	3:25— 3:30	Homeroom
		3:29-3:45	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. The school doors will be open at 8:25 a.m..

## 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 leave according to their assigned bus schedule.

## Parents/Visitors Entering the Schools

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

## Bikes / Scooters / etc

Students are welcome to bike, scooter, skate, etc. to school. Bikes and electric scooters are to be stored in the outdoor bike racks with appropriate locking mechanisms. Smaller/collapsible equipment can be stored in lockers.

### **PLEASE NOTE!**

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

# 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/Teacher emails
- Instagram ([@clearspringhsd](https://www.instagram.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:

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.

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

# 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 (465 Henry St, Steinbach) OR Woodlawn School (411 Henry St, Steinbach).

## Medication

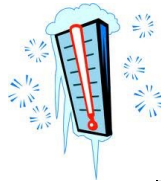
Hanover School Division has established medically approved guidelines for the administration of medication in schools that ensure the safety of students. Before any medication is given out by the school, there is a form that needs to be completed by parents.

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 and email.

# Contacting Your Child During the School Day

If students have an urgent reason to contact their parents, they may do so with teacher permission. There is a student phone located in the office. 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 to minimize disruption to learning.**

## In the Event of a School-Wide Emergency

### **Communication to Parents.**

HSD has the ability through our divisional call system to send an automated message to all parents/guardians through email and phone. For this reason, it is very important that the school has an accurate email address and 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 X 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.

[Information from HSD on Emergency Preparedness](#)

# Calendar Highlights 2025-20266

September 3 Meet the Teacher 4:30-6:00  
 September 4 First Day of Classes  
 September 8 First Note Night for band students  
 TBD PAC AGM 6:30pm  
 September 12 Strong Connections  
 September 15 Strong Connections  
 September 22 Terry Fox Run  
 September 23 Grade 7 Bond Day  
 September 24 Milk Run  
 September 25 Grade 5 Bond Day  
 September 30 National Truth and Reconciliation  
 Day(No School)

October 1 Orange Shirt Day Assembly am  
 October 1 HSD Cross Country (Abes Hill) pm  
 October 2 Picture Day  
 October 8 HSD Cross Country (AD Penner)  
 October 13 Thanksgiving (No School)  
 October 15 Cross Country Rain Date  
 October 17 Eastman Choral Workshop  
 October 24 MTS PD day (No School)  
 October 28-31 Spirit Week

November 4 Picture Retakes  
 November 7 Remembrance Day Assembly  
 November 10 Admin Day (No School)  
 November 11 Remembrance Day (No School)  
 November 19 Parent Teacher Interviews

December 3 Band Concert  
 December 5 Report Cards (Term 1)  
 December 10 Grade 5 Christmas Concert  
 December 19 Last Day of Classes  
 December 20- January 2 Christmas Break (No School)

January 5 First Day of Classes

February 2 PD Day (No School)  
 February 16 Louis Riel Day (No School)  
 February 27 HTA PD Day (No School)

March 13 Admin Day (No School)  
 March 20 Report Cards (Term 2)  
 March 25 Portfolio Evening  
 March 27 Last Day of Classes  
 March 30-April 3 Spring Break (No School)

April 6 First Day of Classes  
 April 10 PD Day (No School)  
 April 22 & 23 Grade 6 Musical  
 May 14 Gr 5 Information Evening 7:00p.m.  
 May 18 Victoria Day (No School)  
 May 26 1200 m run Gr 7 & 8 4:30 pm  
 May 26 CMS Track Gr 6  
 May 27 CMS Track Gr 5  
 May 28 Rain Date 1200m

June 2 Gr 7 Divisional Track Meet  
 June 3 Concert Finale  
 June 4 Gr 8 Divisional Track Meet  
 June 9 Rain Date Gr 7 Track Meet  
 June 11 Rain Date Gr 7 Track Meet  
 June 12 PAC BBQ  
 June 22 Soccer Day  
 June 26 Last Day of Classes & Report  
 Cards  
 June 29&30 Admin/PD Days

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 Canteen and Hot Lunch Crews
- Grade 8 Gym Crew
- Library Helpers
- Mini M.A.C. (Making a Change: Gr 5 and Gr 6)
- Indigenous Leadership Group

## Arts

- Yearbook Team
- CMS News 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 the needs of the particular student.

**Grade 5 & 6:** Ms. Karla Lysak

**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. Lynn Albig  
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.

Regular participation is expected. Parents are asked to be in contact with the school if there are extenuating circumstances which prevent participation.

## 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.

[HSD Cold/Hazardous Weather Guidelines](#)

## 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.

## Examples of Inappropriate Behaviour:

Spitting	Excessive Noise	Rowdy Behaviour (“horseplay”)
Leaving your Seat	Standing up while Bus is Moving	Eating or Drinking on the Bus
Profanity or Obscene Gestures	Bullying or Harassment	Head/Limbs outside of bus window
Throwing objects on the Bus	Throwing objects out of the Bus	Physical Aggression
Possession of a Banned Substance	Vandalism	Lighting of something Flammable
Tampering with the Bus		

## Bus Misconducts:

Bus Drivers or School Administration will use the HSD Bus Misconduct form to report inappropriate behaviours. Possible consequences can include verbal warnings, written warnings or suspension off of the bus for a period of time. Consequences will depend on the severity of the behaviour. After two bus misconducts of any offences, there will be a suspension off the bus for a period of time.

## 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 for registered charities 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.

There are two main school division policies that direct our school code of conduct: Respect for Human Diversity and Hanover School Division Code of Conduct.

Expectations of Students:

- Regular school attendance.
- Focus on learning. Work to develop a growth mindset, complete assignments, participate in learning activities and avoid interfering with other students' learning.
- Use appropriate language for a public environment (ex: avoid sexualized jokes and cursing).
- Respect the diversity of others. No use of derogatory or racialized language. These are considered verbal assaults.
- Use appropriate problem solving approaches. There should be no physical fighting or other physical assaults. Students should talk to school staff for support if they are experiencing problems which they need help solving.
- Participate in school activities to further their learning and skills.
- Use technology responsibly.

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.

Teachers, Educational Assistants and other school support staff are responsible for student supervision throughout the day and will redirect or address student behaviour as necessary.

In the case that a student does not respond well to the teacher's or other staff's efforts, that student will be referred to the principal or vice principal for counselling and/or discipline. Sometimes a wide group of students may need to have conversations with the principals in order for the principals to determine the full scope of the issue. 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 other students and the school as a whole. Consequences can include (but are not limited to): conversations with school staff, time spent working in the office or other support area, "making it right" conversations with other students, restitution, loss of privileges, recess plans, in-school suspension and out of school suspension. In the case of out of school suspension, a follow up meeting with the child's parent will be scheduled.

# Student Fees

Students will receive a checklist of fees at the beginning of the school year. Please pay these fees on Parent Portal by the end of the first week of school. Most of these fees have already been paid by the school, so prompt payment is appreciated.

***Grade 5 Fee: \$45 for supplies***

***Grade 6 Fee: \$45 for supplies***

***Grade 7 Fee: \$45 for supplies and \$30 for Human Ecology and Industrial Arts***

***Grade 8 Fee: \$45 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.

## **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 physical education 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. All CMS students have HSD Google Accounts with access to Google Classroom, Google Drive and Gmail. Chromebooks are used on a regular basis to support learning.

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

## Personal Use of Technology (After School Hours)

- I understand that if 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 understand that posting of any content that creates an unsafe environment at school will be dealt with by the school, even when that content was posted on personal devices and outside of school hours

## 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 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

Clearspring Middle School is a Cell Phone Free school. The Manitoba Government has banned the use of cellphones from Kindergarten to Grade 8. Students are not permitted to bring cell phones schools. If a student has forgotten and their cell phone comes to school with them, they are required to hand their device to the office where we will keep it in a safe location until the end of the day.

Other electronic devices are also not permitted at CMS (ex: gaming systems, tablets, and other devices).

Students who require devices for specific health care plans (provided by our divisional URIS nurse) will use their devices within those guidelines.

**It is important to note that school staff has the right to confiscate any personal electronic devices. Confiscated devices will be returned to parents.**

## Photos and Video

School devices with cameras are sometimes used for learning purposes. 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 devices with cameras 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.

## Focus on Friendships

At school, we want friendships to grow in positive and respectful ways, and we ask students to remember that school is not the place for romantic relationships. Hand-holding, hugging, or showing affection in a romantic way can make others uncomfortable and distract from learning. Our goal is to create a safe, welcoming space where everyone can focus on friendships, learning, and having fun.

# 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. In general, the majority of a person's torso should be clothed.
- 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 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