

Clearspring Middle *School*

Blazing Trails in Education



student handbook

2016-2017

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Trailblazers

Contents

3	Welcome
4-5	Staff Directory
6	Daily Routine
7	Communication
8	Calendar Highlights
9	Safety
10	Extra Curricular Opportunities
11	Resource, School Counselling
12	Library, Gym
13	Peanut Alert, Lunch, Recess
14	Bussing, Telephone, Prohibited Items
15	Code of Behaviour
16	Student Fees, Home Ec/Industrial Arts
16	After Grade 8
17/18	CMS Achievement Awards
19	Digital Responsibility
20	Cell Phones, MP3 Players, Cameras
21	Harassment Policy, Dress Code, Lockers
22	Drugs and Alcohol Policy

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: Ed Neufeld
Vice-Principal: Merrilee Plett

Blazing Trails in Education!

Clearspring Staff

Principal

Ed Neufeld

Vice - Principal

Merrilee Plett

Administrative Assistant

Marcie Friesen

Bre-Anne Smart

Faculty

Dawn Gautron	Grade 5	Laurel Schellenberg	Resource Grade 5/6
Sara Heese	Grade 5	Douglas Mack	Resource Grade 7/8
Elaine Kalyta	Grade 5	Cyndy Ganz	School Counsellor
John Loewen	Grade 5	Jennifer Rogalsky	Gr 5/6 Music
Steven Schapansky	Grade 5	Neil Downie	Technical Education
Susan Tilling	Grade 5	Krystyna Luczak	Home Economics
Murray Carter	Grade 6	Helen Malandrakis	French
Kassandra Momotiuk	Grade 6	A.J. Neufeld	Physical Education
Alexandra Nikkel	Grade 6		
Kevin Storey	Grade 6		
Arlene Tkachuk	Grade 6		
Leanne Warkentin	Grade 6		
Sheldon Hiebert	Grade 7		
Amanda Manchulenko	Grade 7		
Belinda Massey	Grade 7/Art		
Paul Reimer	Grade 7		
Dale Sawatzky	Grade 7		
Ronae Warkentine	Grade 7		
Toban Janzen	Grade 8/Band		
Jon Kornelsen	Grade 8 / Art		
Peiki Loay	Grade 8		
Kevin Martens	Grade 8		
Trevor Paton	Grade 8/Phys Ed		
Chloe Tate	Grade 8/French		

Clearspring Staff

Support Staff:

Arlene Baldwin
Dave Friesen
Catherine Stahl
Lorraine Wiebe
Viktoria Beitenger
Natalia Krueger
Eugenia Kupsch
Renee Vogt

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

Educational Assistants:

Laura Borsch
Carrie Charriere
Gwen Dueck
Louella Giesheimer
Dave Mensies
Frank Praetsch
Helen Sawatzky
Ruth Sawatzky
Jennifer Sierks
Michael Wiebe

Bus Drivers

Wes Unrau	#223
Marzelline Froese	#229
Marci Dueck	#233
Steve Reimer	#236
Ellie Jo Watts	#239
Charlene Freund	#242
Frank Maliteare	#243
Anita Thiessen	#248
Freda Bourrier	#251
Dale Friesen	#254
John Nickel	#263
Loretta Janz	#273
Cal Dirks	#279
Teresa Sabourin	#281
Earl Vogt	#283
Ken Wiebe	#284
Ron Goertzen	#295
Peter Dyck	#304
Jake Dueck	#305
Elsie Hiebert	#307
Rebecca Melnyk	#309

Superintendent of HSD:	Randy Dueck
Assistant Superintendent of HSD:	Rick Ardies
Assistant Superintendent of HSD:	Chris Gudziunas

Trustees:

Sarah Dyck
Ron Falk
Cyndy Friesen
Brad Unger

Pioneers
 Adventurers
 Difference Makers
 Leaders

Daily Routine

School Day Schedule:		
8:58	Two minute warning bell	
9:00-9:05	Homeroom or Religious Exercises (if chosen)	11:49-12:15 Lunch Recess (Gr. 5/6) Lunch (Gr. 7/8)
9:05-9:08	Opening Exercises	12:15-12:44 Lunch (Gr. 5/6) Lunch Recess (Gr. 7/8)
9:08-9:22	Homeroom Reading Period	12:44-12:46 Homeroom Time
9:22-9:56	Period 1	12:46-1:20 Period 5
9:56-10:30	Period 2	1:20-1:54 Period 6
10:30-10:41 Morning Break		1:54-2:05 Afternoon Break
10:41-11:15	Period 3	2:05-2:39 Period 7
11:15-11:49	Period 4	2:39-3:13 Period 8
		3:13-3:45 Period 9 (Homeroom)

Dismissal Time:

- All students are dismissed at 3:45

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

SIGNING OUT
 When a student is picked up, they must be signed out at the office.

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)
- REMIND
- Twitter (@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.- 4:45 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

Calendar Highlights 2016-2017

September 6	Meet the Teacher Evening (4:30-6:00 p.m.)
September 7	First Day of Classes
September 13	Picture Day
September 16	Strong Connections
September 19	Strong Connections
September 23	Cross Country Run #1
September 28	Terry Fox Run
September 30	Cross Country Run #2
October 5-7	Grade 7's at Camp Arnes
October 10	Thanksgiving (No Classes)
October 21	SAGE (No Classes)
October 28	Class Theme Day
October 31	PD Day (No Classes)
November 2	Picture Retakes
November 3	Parent/Teacher Conferences
November 10	Remembrance Day Assembly
November 11	Remembrance Day (No Classes)
November 14	Admin Day (No Classes)
December 2	Term 1 Report Cards
December 8	Band Concert
December 20	Gr. 5 Concert
December 22	Last Day of Classes
January 9	First Day of Classes
January 31	Options Day
February 3	PD Day (No Classes)
February 6-10	Book Fair
February 20	Louis Riel Day (No Classes)
February 24	HTA Day (No Classes)
March 10	Admin Day (No Classes)
March 15	Term 2 Report Cards
March 16	Portfolio Evening for all students
March 24	MAC Dance
March 24	Last Day of Classes
April 3	First Day of Classes
April 7	PD Day (No Classes)
April 14	Good Friday (No Classes)
April 21	Earth Day
April 26 & 27	Grade 6 Musical
May 12	Grade 8 Medieval Feast
May 18	Incoming Gr 5 Information Evening (7:00 p.m.)
June 6	Grade 5 & 6 Track Meet
June 8	Concert Finale for Band
June 9	Grade 7 & 8 Track Meet
June 12	Grade 7 & 8 Track Rain Date
June 13	Grade 5 & 6 Track Rain Date
June 14	Incoming Grade 5 Transition Afternoon
June 15-16	Grade 6 Learning Trip
June 23	PAC Family BBQ
June 26	Grade 7 & 8 Soccer Tournament
June 28	Report Cards and Last Day of Classes

For a more complete list of CMS events, please refer to the HSD Divisional Calendar, our monthly newsletters and our website (www.cms.hsd.ca)



Safety

Visitors to the School

We love that we have many parents and community members volunteering in our school! We request that parents and other visitors please report to the General Office between 8:15 am and 4:30pm to sign in.

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 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.

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

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

Student Leadership

- Grade 8 Ambassadors
- Grade 7 Connect Crew

Making a Change Group (M.A.C.)

Arts

- Yearbook Team

In School Activities

- Intramurals
- Terry Fox Run
- Student Leadership Events



NOTE TO PARENTS!

There have been quite a few rule modifications to both Grade 7 and 8 Volleyball and Basketball over the last few years. Please ensure that you either attend the parent meeting, or refer to the CMS website or CMS Phys Ed Wiki to learn more about this!

Resource

At Clearspring Middle School, our resource 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 resource 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 resource teacher may refer the student to divisional clinicians to administer tests to help diagnose a student's learning ability and skills.

The resource 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. Laurel Schellenberg
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. Cyndy Ganz



Library



Our 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 important that we treat this space with care and consideration.

Please ensure that:

- Books and magazines 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 quiet atmosphere is maintained

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



Gym

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.

All students are expected to change into appropriate gym clothes (shorts and shirts).

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



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

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 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.



Recess

All students are expected to go outside for **lunch recess** unless they are involved in club activities that day. Please ensure that your child is dressed appropriately for the weather conditions.

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.



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

Telephone

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

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

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 his/her 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 calendar to see Hanover School Division's expectations of students, staff and parents. Please also refer to the HSD website (www.hsd.ca) for detailed divisional 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. Most of these fees have already been paid by the school, so prompt payment is appreciated.

Grade 5&6 Fee - \$5

This covers a CMS use of a school lock.

Grade 7-8 Fees:

Grade 7 : \$25

Grade 8: \$25

These fees include use of a school lock, as well as industrial art, human ecology and art fees.

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 placed in their end of year report card envelopes.

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.

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.

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 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.

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.

CMS Achievement Awards Cont.

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

Classroom teachers may choose to allow cell phones 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.

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.

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.



Cameras

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 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.



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

School Dress

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

The vast majority of work places have dress codes 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

Students who 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

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.

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