

Student Handbook

**Welcome to
Cold Lake Middle School**

Home of the Hornets

We realize that not all questions can be answered this way so please do not hesitate to call the school at any time at 780-594-5623 or email at clms@nlsd.ab.ca

School Website: www.coldlakemiddleschool.ca

A. DAILY SCHEDULE

Doors opens at 8:00 a.m. and supervision begins at 8:15 am. Please call into the school if your child is going to be absent. Students who are late should obtain a late slip from the office. Students are expected to be seated and ready for opening exercises by 8:40 am. Opening exercises consist of the National Anthem and daily announcements. All exterior doors to the school will be locked with the exception of the entrance that is closest to the main office.

Students are responsible to their homeroom teacher in their general activities about the school. Their homeroom teacher has a special interest in them. If they have problems with their studies, school activities or need assistance in some way, they should speak to their homeroom teacher first, then approach other adults with whom they feel comfortable. He or she will be pleased to talk with, help, or direct them to someone else if necessary.

In order to ensure that all CLMS students under our care are safe and supervised, we are a **closed campus**. Students are **not** permitted to leave the school grounds during the recess or lunch breaks. Students can bring a lunch from home, or CLMS has hot lunches available daily at reasonable prices. It is our goal to provide foods that are nutritious in nature. The daily menu is available on our school website. Lunch is eaten from 12:05am-12:25pm.

Students will eat lunch in the following designated areas:

- Grade 4 and 5 - lunch rooms upstairs, will start lunch 10 minutes early for grade 4s
- Grade 6- in the homerooms
- Grade 7&8 -HIVE

At 12:25 p.m. students are dismissed for recess. During this time, the students will move outside or to a club or activity area supervised by CLMS staff. Students will not be allowed in the hallways. Afternoon classes resume at 12:50p.m. and the day ends at 3:20p.m. The grade 4-5-6 students will be dismissed at 3:10 to go back to homeroom for agenda items being going home.

Supervised areas:

Gym
Learning Commons (Library)
Grade 4-5-6 Playground
Grade 7/8 Covered Basketball area

Lunch Hour Clubs:

All grades

- Choir/Performance Band
- Drama club

Grades 7-8

- Technology Club - **Personal devices can be used; all students must sign a Digital Citizenship Contract before accessing this privilege.**
- Homework Club

Grades 6-8

- Student Council

Grades 4, 5 and 6

- Lego Club
- Art Club
- Games Club
- Comic Club

FIRE DRILLS and LOCK DOWNS

Students are trained to evacuate the school for fire alarms early in the school year. We take this training very seriously. Students also receive training in lockdown procedures for times when it is deemed safest that all students remain inside their classroom.

SCHOOL SUPPLIES

Student supply lists are available at the office and on the school website.

B. FEES**School Cash Online**

Cold Lake Middle School is pleased to offer **School Cash Online** as an option for parents to pay for school items such as trips, hot lunches, and school clothing. School Cash Online is a parent portal that offers a safe, fast, and convenient way to pay for school activity fees. The portal allows parents to add students, make payments, check current balance/account history and print or view receipts. **We encourage all parents to register on our School Cash Online portal.** Registration takes less than five minutes. Once you have registered your child(ren), you will be able to see when new items are available for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing

the deadline.

1. Textbooks

There are no textbook rental fees. Parents will be responsible to pay for any lost or damaged textbooks or school equipment.

2. Chromebooks and Computer Use and student Activities

There is a \$25 yearly fee for technology use and some student activities. All students must sign an acceptable use policy contract before accessing school computers.

3. Transportation/Bussing. Please call (780) 826-6038 for fee schedule or accessibility.

Students who wish to access bussing and reside less than 2.4 km from the school they attend must purchase a bus pass. The shortest distance is calculated using digital maps as provided by the town/city.

4. Athletics

The only fees associated with CLMS Athletics are dictated by the Lakeland Athletic Association. A comprehensive letter is distributed to all parents of students participating in our extra-curricular sports programs at the beginning of each season of play. This letter outlines:

- a. sports schedule for practices, games and tournaments
- b. roles and responsibilities of athletes, parents/guardians, and coaches

5. Student Agendas

There is a \$10 fee for these agendas which are mandatory for all grade 4-6 students. Grade 7 and 8 students will have the option to purchase an agenda from the office. Agendas are valuable daily companions that help students understand expectations, create timelines, set goals, monitor progress, and track their own success. An agenda is a learning tool for students in organization, reminders, and time management; it is a communication tool for parents. Through the cooperative efforts of all concerned, our students will achieve their full potential.

Expectations for agenda use include:

- a. Carry the agenda with you at all times and record all assignments in your agenda.
- b. Consult your agenda before leaving school. Collect all books and papers that are required to be taken home for homework completion.
- c. Use your agenda at home to plan homework completion. Students complete homework and show their agendas to their parents each day.

d. Communicate through the agendas. The agenda is a valuable tool for parents as it offers a way for parents and teachers to communicate. Parents are asked to look at their child's agenda daily in order to stay informed about what their child is doing. In addition, parents may wish to send notes to the teacher via the agenda.

e. Bring the agenda to Parent/Teacher Interviews. It will be a resource for discussion.

6. Locks and Lockers

Lockers and locks are assigned to students by the school. Each lock will be returned by the student at the end of the school year; if lost or broken, the student will be required to pay a \$5.00 replacement cost. The school does not assume responsibility for lost or stolen items from lockers; therefore, all students must use a lock to secure their belongings. Students are responsible for keeping their lockers clean.

C. COMMON AREA

1. GYMNASIUM

At lunch recess, the gym is scheduled for seasonal sports, free play, and intramural leagues. The gymnasium may also be open during the morning break at the discretion of the supervising teacher. Water is the only drink/food item allowed in the gym.

2. LEARNING COMMONS (previously known as LIBRARY)

The Learning Commons will be available to students and parents between the hours of 8:45 am and 3:30 pm. Students are welcome to research curricular topics and personal interest topics, enjoy recreational reading, and work on homework assignments. Students who abuse the privilege of the Learning Commons through unacceptable/disruptive behavior and/or vandalism lose access to the Learning Common and/or be suspended from school.

The students of CLMS can continue to learn effectively by using the Learn Alberta website's new reference center. Just log on to www.learnalberta.ca

User ID: LA41 and password: 8088

D. SERVICES/PROGRAMS

1. ATHLETICS

The teachers and support staff volunteer countless hours to coach and organize student sports teams that represent Cold Lake Middle School. Over the years, many teams and individuals have gained recognition through sports. Students are encouraged to participate in our sports programs as it enhances their school experience and contributes to their total growth.

2. COUNSELING

Our **Student Advocacy Counselor** is available to students who need in-school counseling as referred by self, parent, or teacher. Our **Student Wellness Coach** is also available in school for Mindfulness and the Zones of Regulation program. New to CLMS is our **APPLE School Health Facilitator** who will be developing a healthy mind-healthy body plan for all of the students.

3. PHOTOGRAPHS

School photos take place early in the school year. The cost of these photos varies according to your choice of package. All students have their photos taken but the purchase of these photos is optional. Please see the school newsletter for the exact date.

4. TELEPHONE

A student phone is available for important personal calls during breaks. Permission must be granted by school staff members before any phone calls are made during class time. In the event a child needs to phone home to request leaving the school, a staff member must speak to the parent to confirm the arrangement prior to the child leaving.

5. BEFORE AND AFTER SCHOOL CARE

CLMS offers Out of School Care which will be operated by NLSD at North Star Elementary (7:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:00 p.m.). Grades 4 – 6 students from CLMS may access this service. If you require such care, please contact North Star Elementary School at 780 594-3232.

6. ASSEMBLIES

CLMS hosts a general assembly led by Student Council on a monthly basis. The objective of the activity is to achieve a more unified team approach within the school. Assemblies are advertised in the newsletter. Parents are welcome to attend.

E. SCHOOL EXPECTATIONS

1. The School Act states the following:

Student responsibilities

31 A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in the pursuit of the student's education.
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- (d) respect the rights of others in the school.
- (e) refrain from, report and not tolerate bullying or bullying behavior directed toward others

- in the school, whether or not it occurs within the school.
- (f) comply with the rules of the school and the policies of the board.
 - (g) co-operate with everyone authorized by the board to provide education programs and other services.
 - (h) be accountable to the student's teachers and other school staff for the student's conduct, and
 - (i) positively contribute to the student's school and community.

2. STUDENT CONDUCT-DISCIPLINE PHILOSOPHY

Moral Education teaches students moral intelligence skills that instill the virtues of empathy, respect, self-control, conscience, kindness, and perseverance. CLMS's goal is to model and teach students the actions that represent these important virtues. At Cold Lake Middle School, we believe that it is important for children to grow and learn in an atmosphere that is safe, caring, and promotes the basic human values based upon the six virtues that we study and model in our school. We believe that by teaching and modeling these values, we are helping our students grow into caring and responsible children.

We expect students to be accountable and responsible for their behavior in our school. Students are expected to show kindness and respect for both people and property. However, we understand that children are growing and learning and can make mistakes. We use these mistakes as opportunities for the child to learn, to show caring, and to identify ways to correct the situation.

When a child makes a minor mistake, the staff member who identified the problem or the classroom teacher handles it. They decide on an appropriate consequence and the matter can be ended at this point. Small infractions are dealt with in an expedient manner, acted upon with dignity, and forgotten. Should the situation be more serious or become a repeated behavior, the classroom teacher may follow-up with a phone call to parents or may notify the principal or assistant principal. Consequence decisions will be the responsibility of the administrator involved in mediating the issues. Parents and guardians are critical partners in helping us develop positive social behaviors at school and we make every effort to keep them informed about their child's behavior at school.

Each child is unique and special. Although our expectations are very consistent throughout the school, we treat each child's mistake individually, and try to identify the best way to help that child learn and grow. Disciplinary actions between students will not be compared; our goal will be to find the solution that will be most effective with each student. It is possible for every student, regardless of his/her history, to become a positive and productive citizen of CLMS. It is the goal of the staff at CLMS to encourage every student to attain this high standard of responsibility for his/her actions.

Parental Consultation and Information:

In the event of a serious infraction, the administration will inform the parent by phone whenever possible, and a follow-up letter may be sent outlining the problem and the resulting consequence. Parent meetings will be scheduled as soon as possible to confirm the situation and the administrative action taken. Should the infraction result in student suspension, parents will be requested to attend a meeting prior to the student returning to the classroom. The student will also be involved in this meeting in order to ensure that there is a clear understanding of responsibility levels and expectations of all parties.

Drugs, Alcohol and Weapons:

There will be zero tolerance for drugs, alcohol and weapons at school. Infraction of this school rule will result in suspension and possible expulsion.

3. ATTENDANCE

The Attendance Policy is in accordance with the following governing boards:

Alberta School Act (sections 13 and 14) which states that, "Every child must be in attendance at school and maintain an acceptable pattern of attendance."

Northern Lights School Division #69 Procedure 330 which states that "Responsibility for maintaining acceptable attendance rests with the parent and/or the student."

Attendance is taken in the morning homeroom advisory at the start of the school day (8:45 am) and in the afternoon during the homeroom attendance (12:50 pm). Students are expected to cooperate fully by being on time for attendance.

Absences

Parents/guardians are required to phone the school office between 8:15 am and 9:00 am to inform the school that their child will be late or absent for all or part of the day. If this information is not received by 9:00 am, the student's absence will be recorded as an unexcused absence. In the event of an unexcused absence or late, every effort will be made to contact the parent/guardian using our automated call-out system.

A student's absence shall be considered excused for the following reasons:

1. Personal illness.
2. Serious illness in the family.
3. Medical, dental, optometrist, or chiropractic appointments (when they cannot be arranged prior to the start of the school day or after school hours)
4. Attendance at funeral services, court, weddings, or religious ceremonies.

Unacceptable Attendance Record

When dealing with student absenteeism the following sequence of events shall occur:

Step 1: The teachers monitor/track attendance and tardiness. When the student has 3 cases of unexcused absences, the teacher will contact the parent or legal guardian to discuss the procedures and potential consequences of further truancy.

If there is no improvement: chronic absenteeism or lateness continues

Step 2: The school shall do at least one of the following: further request a meeting with the student and parent or legal guardian, require the student to consult with counseling or community support services.

Step 3: Administration notifies Superintendent or designate. Agreement is put in writing and signed to resolve attendance matter. After attempts to improve attendance have not been successful, the Superintendent may refer the matter to the Provincial Attendance Board.

4. INCLEMENT WEATHER/ POOR ROAD CONDITIONS

The Board recognizes certain weather conditions may occur that can jeopardize the safety of staff and/or students. Check the Northern Lights School District Transportation Website for daily bus operation information www.nlsd.ab.ca or listen to the local radio stations.

5. ASSIGNMENTS AND HOMEWORK

All students in Grades 4-6 are required to use a CLMS Agenda. These are made available to students at the beginning of the school year. Students in Grades 7 and 8 are expected to utilize a method (school agenda, phone, tablet) for organization of homework, reminders, and time management. Students who do not complete homework can fall behind in their class work. At CLMS we believe:

- All assignments and/or exams we give to students have purpose and are important.
- All students can learn.
- Students do not want to fail.
- A system must be in place to help students successfully complete assignments.
- Students need to complete assignments in order to learn and be successful.
- With support, students can master challenging academic materials.
- Staff must work collaboratively with colleagues, students, and parents to help students learn and achieve.

6. EXTRA CURRICULAR & SCHOOL FIELD TRIP ATTENDANCE

Extra-curricular activities and school field trips will be organized by staff so that students can have a richer school experience. Students who participate in these activities:

1. Must maintain an acceptable standard of excellence within his or her academic programs.

2. Will exemplify positive behaviour at all times. Those students whose behaviour is not acceptable will not be permitted to participate in extra-curricular activities, including sports, Student Council activities, school field trips, and other after-school programs.
3. ***All staff will have input into all students participating in all school trips.*** Students who have not met the acceptable standard of behaviour required of CLMS students or who have a record of being disrespectful or demonstrating unsafe behaviour and/or lack of academic commitment will be excluded from field trips.

7. SCHOOL PROPERTY

Students are expected to accept personal responsibility for school property. It is important that library books or other resource materials available on loan to students be returned at the required time so that all students in the school have access to these materials. Students who lose or damage school property are responsible to pay for such loss or damage. A statement for damaged property costs will be sent to parents if intentional damage occurs.

8. STUDENT DRESS AND APPEARANCE

We value all students and their ability to choose the clothes they wear. Clothing often becomes the defining way that students express themselves and regulate their identity. We want to continue to support them. We expect students to maintain an appearance that is professional and supports student success in all program areas.

When a student's appearance is felt to be detrimental, offensive, suggestive, or distracting to others (example: alcohol or drug advertising, halter tops, spaghetti straps, shorts or skirts above mid-thigh, etc.), that student will be spoken to by a member of the staff and asked to change. If required, a parent-administrator conference will be arranged.

The school is a hat-free zone between the hours of 8:00 am and 3:30 pm on instructional days. However, hats can be worn on theme days and Food Bank Fridays. Students are asked to remove their headgear upon entering the building and leave it in their lockers.

Physical Education Clothing: Students must have a change of clothing for physical education classes. Running shoes, socks, t-shirt, shorts or sweat pants are required. Two pairs of shoes are required: one for indoor, the other for outdoor. Shoes must be non-marking.

Parents are asked to mark their child's outdoor clothing as this will help in identifying lost articles. In addition, we hope that students will be wearing boots in inclement weather.

Lost and Found: There is a Lost and Found box where items are placed. Several times a year, the accumulated articles are displayed. Any items not claimed are then donated to local charities. Parents wishing to check the Lost and Found are welcome to do so at any time. Clearly tagging as many of the child's belongings as possible will help to alleviate identification problems.

9. CLEANLINESS OF THE SCHOOL

It is expected that students will cooperate in maintaining a high standard of cleanliness in the school and on the school grounds. Garbage bins are provided in all hallways and classrooms. Writing on the walls, lockers, or other school property is strictly prohibited and will be considered as vandalism. Students are expected to take their muddy/dirty shoes off when they enter the school and change into their indoor shoes. This policy will help keep the school cleaner. Footwear that marks or damages the floor should not be worn.

F. ACADEMICS

STUDENT ASSESSMENT

Early in the school year, all teachers will post on the CLMS website their course outcomes, which include the assessment procedures that will be used and classroom expectations. A hard copy may also be requested.

1. Progress Reports are issued three times a year:

Report 1: November (Student Led Conference, School Awards Assembly)

Report 2: March (Student Led Conference, School Awards Assembly)

Final Report: June (Year End School Awards Assembly, Class Recognition Certificates)

2. STUDENT PROGRAM OF STUDIES AND INCLUSIVE EDUCATION

CLMS operates on a ten-month school year with Grade 4 to Grade 8 incorporating the Middle School Philosophy. We offer a program of studies set out by Alberta Education. For more detail, check out <https://education.alberta.ca/programs-of-study/>

CLMS provides an inclusive education program that meets the learning needs of all students, including those with diverse learning needs. Every student will be included in the greater school community, and will be placed in the setting that is best for them at a particular time, based on the input of all parties.

We work with families to create a learning and behavioral plan that supports students in all areas of school success. Our Student Support Team includes classroom teachers, Educational Assistants, School Advocacy Councilor, Administration Team, the NLSD Behavioral Lead Teacher, NLSD Occupational Therapist, and NLSD Speech and Language Pathologist. We work together to program for students and provide accommodations or modified programs when it is appropriate. We also connect students and families to community resources.

G. HOME COMMUNICATION

1. ACCIDENTS

In the case of a serious accident, the school will attempt to contact parents/guardians. In the interim, we will provide first aid treatment. If the school cannot reach parents/guardians, we may arrange

transportation to the Cold Lake Hospital. Only parents/guardians are allowed to authorize medical treatment; therefore, **it is very important that we have a current phone number as well as an emergency contact.**

2. ADMINISTRATION OF MEDICATION

If a student requires medication to be administered at school, a parent or guardian must complete a Consent to Administer Medication form. Medication is kept in a locked cabinet. The teacher should be notified when cold or over the counter medication is sent to school.

3. SCHOOL NEWSLETTER

A CLMS newsletter will be emailed home to all parents every Sunday.

The newsletter will keep parents informed of activities and events which take place in the school.

4. SCHOOL WEBSITE, SCHOOL FACEBOOK PAGE, SCHOOL APP AND TWITTER

CLMS has an active website www.coldlakemiddleschool.ca which is maintained and updated regularly.

If you wish to communicate with your child's teacher you may do so through the school website.

There is a school Facebook page, a CLMS App and a twitter account to see what we have been up to here.

5. STUDENT PROGRESS

Parents are encouraged to keep in close contact with the teachers relative to their child's progress and teachers will inform parents when their child is not meeting the requirements for his/her grade. **Parent Portal** in POWERSCHOOL allows you to access your child's attendance and progress on your phone or electronic devices. Please contact the office to sign up!!!

6. SCHOOL COUNCIL

School Council is an advisory association that can provide input from the parents and the community perspective to the school administration. The Principal attends all School Council meetings in order to answer questions. CLMS staff would like to encourage parents to become involved in the CLMS School Council. The School Council meets each month at 6:30 p.m. in the Division Room.

The September meeting will organize the School Council for the school year. A strong, active School Council is necessary for an effective and productive CLMS team. We are looking for dedicated, interested parents who wish to be involved.

7. VOLUNTEER PROGRAM

Through the years, our school has benefited from parent and community volunteers who have generously given their time to help in various aspects of the school. Volunteers help create a vibrant and positive learning environment.

All visitors to the school are asked to sign in at the office. *All volunteers are required to have a current year criminal record check on file. These can be obtained for free for volunteers from the RCMP station.* Volunteers must sign a confidentiality agreement.

If you are interested in becoming a volunteer at the school, contact the office for a volunteer package. The following descriptions may help you decide how you may be valuable to the school in a specific area.

Volunteer Opportunities:

Classroom Volunteer, Classroom Materials Preparation, Coaching, literacy support, Lunch Program, Breakfast Club, Recycling Project, Pink Day, C-School, Winter Olympics, just to name a few.