



Parent and Student Handbook

WELCOME to 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

Upon arrival, students can stay outside in their designated areas and wait for staff to open the doors at the bell. The warning bell rings at 8:25 am; at this time students enter, sanitize their hands and will head to their homeroom. Students should be in their homerooms at 8:30 and opening exercises begin at 8:35 am. Opening exercises consist of the National Anthem and daily announcements.

All exterior doors to the school will be locked; visitors can buzz in at the main bus entrance. Please call the school if your child is going to be absent or late. Students who are late should obtain a late slip from the office before going to class.

Students are responsible to their homeroom teacher in their general activities about the school. If students have problems with their studies, school activities or need assistance in some way, they should speak to their homeroom teacher first, he or she will be pleased to talk with, help, or direct them to someone else if necessary.

For student safety and wellbeing, we are a closed campus to ensure student safety at all times. Students are not permitted to leave the school grounds during recess or lunch breaks. Students can bring lunch from home, or order hot lunches through SchoolCash. The daily menu is available on our SchoolCash and is sent via email to all parents every month.

Students eat lunch in the classrooms and no microwave is provided for student use.

FIRE DRILLS and LOCKDOWNS

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 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 to reduce handling of cash.** 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. The following items can be paid on SchoolCash:

1. Textbooks

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

2. School Fees

Student Activity Fee: There is a \$25 yearly fee for all student activities, special workshops and guest speakers, Megamind prizes, etc

Band Fee is \$25 for musical instrument usage and for wear and tear, yearly maintenance cost.

All grade 7-8 CTF or options classes have a \$25 fee for consumables such as food and shop material.

3. Transportation/Bussing to and from school is free for students living in the 2.4km boundary. Please call (780) 826-6038 to register your child and route.

4. Athletics-extracurricular

Fees associated with extracurricular sports are tournament fees from Lakeland Athletic Association, travel, referee costs etc.

6. Lockers

Lockers will not be used at CLMS. Through Covid, we discovered 100% of the hallway bullying disappeared. Please send only what students need on a daily basis. Each homeroom teacher has created a small bin for each student to store their pencil case, crayons, scissors etc.

C. SERVICES/PROGRAMS

1. ATHLETICS

The teachers, support staff, and community 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 counselling as referred by self, parent, or staff members.

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

We encourage parents to call the school office directly if they want to contact their child for an emergency, otherwise we will ensure your child gets the message in due time.

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

Under review: CLMS hosts a general assembly led by the Student Council on a monthly basis. The objective of the activity is to achieve a more unified team approach within the school. Assemblies will occur as announced in the newsletter.

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 behaviour 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) cooperate 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 these values, we are helping our students grow into caring and responsible children.

We expect students to be accountable and responsible for their behaviour 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 identifies the problem or the classroom teacher supports the student learning. 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. Should the situation be more serious or become a repeated behaviour, the classroom teacher may follow-up with a phone call to parents, students may have their recess taken away, teachers may notify the principal or assistant principal. Parents and guardians are critical partners in helping us develop positive social behaviours at school and we make every effort to keep them informed about their child's behaviour 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 cannot be compared; our goal will be to find a 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. 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 teachers and or administrator will inform the parent by phone whenever possible, and a follow-up letter may be sent outlining the problem and the resulting consequences. Parent meetings may be scheduled to continue to build support for the student.

Zero Tolerance:

Vandalism, Drugs, Alcohol, Vape and Weapons-There will be zero tolerance for possessions or use of drugs, alcohol and weapons at school. Infraction of this school rule will result in automatic suspension and possible expulsion.



Derogatory words, racial slurs, or any terms that target individuals or groups of individuals on the basis of race, nationality, religion, gender or sexual orientation will also result in automatic suspension and possible expulsion if the behaviour is ongoing.

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.”

Responsibility for maintaining acceptable attendance rests with the parent and/or the student.

Attendance is taken in the morning homeroom at the start of the school day (8:35 am) and in the afternoon during the homeroom attendance (1:10 pm). Students are expected to cooperate fully by being on time for attendance.

Absences

Parents/guardians are asked to phone the school office before 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 9:30 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 teacher monitors/tracks attendance and tardiness. The teacher will contact the parent or legal guardian to discuss the procedures and determine the cause of the absences. We may request a meeting with the student and parent or legal guardian, requiring the student to consult with counselling or community support services. Further action may be taken with consultation with the district representative and refer the matter to the Provincial Attendance Board.

4. INCLEMENT WEATHER/ POOR ROAD CONDITIONS

The Board recognizes that 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

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 a purpose and are important.
- All students can learn.
- Students need to complete assignments in order to learn and be successful.
- With support, students can master challenging academic materials.

6. EXTRA CURRICULAR & SCHOOL FIELD TRIP ATTENDANCE

Extra-curricular activities and school field trips are 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 extracurricular activities, including sports, Student Council activities, school field trips, grade level year-end trips, and other after-school programs.
3. All staff involved in the students programming at CLMS 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 unprofessional (example: alcohol or drug advertising, profanity etc.), that student will be reminded by a staff member and asked to change.

Hats with appropriate logos are allowed in school and at the discretion of the classroom teachers.



All lost and found clothing will be displayed in the HIVE and donated to local charity at the end of each month.

9. Electronic Device

Electronic devices that enhance the student's ability to learn i.e. laptop computers, personal organizers are welcome in our school. Devices that are potentially disruptive to the learning process i.e. cell phones, portable music players are better left at home. Students who bring these items to school must ensure they do not lead to disruptive disturbances. Electronic devices can be used during instructional time when the teacher has instructed to do so. Electronics are also allowed outside the school during recess.

There is zero tolerance for technology use that

-hurts another person

-cyber-bullying

-taking, posting and or sharing of pictures without permission

Any cyber-bullying incident that occurs outside of the school or on the weekends will be dealt with if it has any impact inside the school.

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 will help keep the school cleaner.

F. ACADEMICS

STUDENT PROGRESS Reporting

Early in the school year, teachers may 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, 2 nights of Parent Teacher Interviews

Report 2: March, 2 nights of PTI (perhaps Student-Led Conference)

Final Report: June (Class Recognition Certificates)

2. STUDENT PROGRAM OF STUDIES AND INCLUSIVE EDUCATION

CLMS operates on a ten-month school year with Grade 5 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 a 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 behavioural plan that supports students in all areas of school success. Our Student Support Team includes classroom teachers, Educational Assistants, School Advocacy Counselor, Inclusive Education Coordinator and administrator. 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 the 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 available on school website <https://www.coldlakemiddleschool.ca/>
The newsletter will keep parents informed of activities and events which take place in the school.

4. SCHOOL WEBSITE, SCHOOL FACEBOOK PAGE

CLMS has an active website www.coldlakemiddleschool.ca and Facebook page for school information.

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. CLMS staff would like to encourage parents to become involved in the CLMS School Council. The September meeting is always the organizational meeting for the school year. 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, Breakfast Club, Pink Day, Winter Olympics, just to name a few.