Mrs. J. Soye Mr. C. McLeman

### INTERIM PRINCIPAL VICE-PRINCIPAL

**Clemens Mill P.S.**

335 Saginaw Parkway, Cambridge, ON N1T 1R6

<http://cle.wrdsb.on.ca>

Telephone #: (519) 740 – 2364, Fax #: (519) 740 - 3863

Attendance Line: (519) 570-8067 ext. 3164

### **Welcome**

Hello and welcome to another exciting year at Clemens Mill. We, the staff and administration of the school, are thrilled to have you as a member of our educational community and we are certain that you are going to have a great year with us.

This agenda will be a very important part of your successful year and you will be asked to bring it with you to every class and take it home with you every evening. Parents are asked to make the agenda a part of your homework routine at home. By asking to see the agenda every evening, you will be well informed of how your child is doing at school and the work that needs to be done. Once again, welcome to another year at Clemens Mill and may it be a great one!

This planner/agenda belongs to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are asked to please sign and date below to indicate that you and your child have reviewed the contents of the Clemens Mill Planner/Agenda.

*Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_*

*Parent’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_*

*Teacher’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room \_\_\_\_\_\_\_\_*

Teacher’s message line: 519-570-8067 Ext \_\_\_\_\_\_\_

## 

## STUDENT / PARENT HANDBOOK

2014 – 2015

|  |
| --- |
| **MY SCHEDULE 2014-2015** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
| **8:20** | Entry |  |  |  |  |
| **8:30 - 9:00** |  |  |  |  |  |
| **9:00- 9:30** |  |  |  |  |  |
| **9:30 – 10:00** |  |  |  |  |  |
| **10:00 – 10:30** |  |  |  |  |  |
| **1st Break**  **10:30** (10:50)**– 11:10** | 40 minutes | 40 minutes | 40 minutes | 40 minutes | 40 minutes |
| **11:10 – 11:40** |  |  |  |  |  |
| **11:40 – 12:10** |  |  |  |  |  |
| **12:10 – 12:40** |  |  |  |  |  |
| **2nd Break**  **12:40–**(1:00) **1:20** | 40 minutes | 40 minutes | 40 minutes | 40 minutes | 40 minutes |
| **1:20-1:50** |  |  |  |  |  |
| **1:50 – 2:20** |  |  |  |  |  |
| **2:20 – 2:50** |  |  |  |  |  |

Our Mission Statement:

Caring…Learning…Growing Together

**Character Development Traits**

As a school, we firmly believe that everyone should be working towards developing the following character traits:

**Co-operation**

Working together to reach a goal

**Respect**

Treating other people and things with care

**Social Responsibility**

Helping others in need

**Integrity**

Doing the right thing even if nobody is watching

**Kindness**

Being nice without expecting anything in return

**Empathy**

Considering how other people feel

**Hope**

Believing you can make a difference

**Initiative**

Being a self-starter who makes things happen

### **Communication**

Keeping the lines of communication open between home and school is one of the keys to success. As much as is possible, there should not be any surprises when it comes to what is going on at school and what school related issues may be of concern at home. The following aspects of communication are very important.

By keeping in touch with one another, we can share ideas and information, which can be helpful in meeting the needs of your child. This communication can occur in many ways:

* Telephone calls
* School Website: <http://cle.wrdsb.on.ca>
* Class newsletters or monthly calendars
* Parent support events & Meet the Teacher Night
* School Council Meetings
* School Newsletter (approximately every 2 months) posted on our website
* Parent/Teacher meetings during reporting periods or as arranged in specific cases.

We encourage you to contact your child’s teacher first to get information or address a concern. Please call the school at 519-740-2364 to find out your teacher’s voicemail telephone number and extension. A message may be left at that number and the teacher will return your call.

Attendance

Promptness and regularity are desirable attendance traits that contribute to a child’s overall success at school. If your child is expected to be absent or late, please call the school’s attendance check line at

**519-570-8067 ext. 3164**

Your call will be taken by an answering machine so it can be placed at any time, including the evening before the absence. Please state your child’s name, class, reason for the absence and the anticipated length of absence. All students not in the attendance check program must present a note to the office explaining their absence.

### **Lates**

A child is late when arrival occurs after classes have begun. Attendance is taken in the first class of the morning and in the first class following the first Nutrition Break. When your child arrives late, he/she is to report to the office so that we are made aware of the child’s arrival. A class admittance slip will be issued by the office, letting the teacher know that we are aware of the student’s return and will make the necessary change to the attendance records.

Student Withdrawal 5 days or more

Parents are requested to obtain a “Student Withdrawal” form from the office if a student is to be absent for five or more days. This form states that the parent takes full responsibility for the student’s absence from school and for any work that is missed during the period of absence.

Reporting Student Progress

Although there are three formal reporting periods, communication with parents and students about student achievement is continuous throughout the year. Communication about student achievement is designed to provide detailed information that will encourage students to set goals for learning, help teachers to establish plans for teaching, and assist parents in supporting learning at home.

**November:** An Elementary Progress Report Card will be sent home in November, after which all parents/guardians will be invited to parent-teacher interview to discuss, privately, their child’s progress.

**February:** An Elementary Provincial Report Card is sent home and parents or teachers may request interviews. The report envelope should be signed and the feedback portion completed. These items should then be returned to the teacher while the parent may retain the copy of their child’s reports.

**June:** An Elementary Provincial Report Card is sent home near the end of the school year. The report envelope should be signed and the feedback portion completed. These items should then be returned to the teacher while the parent may retain the copy of their child’s reports.

In special situations parents will be invited to a conference early in June.

Homework Policy

“*But, I have no homework!”* Quite possibly parents have received this response from their child on numerous occasions. Although there will be some nights when there will be no assigned work, there is always some homework that should be done. Some families would like to have a set of guidelines as to how long their child should be working on homework in the evening. This depends on the child, the grade and the speed at which they are able to work. A suggestion of an hour of homework would not be unheard of for a grade 8 student, however there are going to be nights when there is much less to do and other evenings, prior to tests and assignments, that an hour will not be enough time.

The best way to deal with any concerns that you have over homework is to contact the teacher. Setting aside a specific time period daily will help your child to ensure consistency and develop excellent learning skills. Sometimes the best type of homework is discussing current events and reading with your child.

Appropriate School Attire Policy

It is important for Clemens Mill to be a positive learning environment for everyone. One of the aspects of such an environment is the attire of all of the students from Kindergarten to grade 8. We request your cooperation by discussing the following requirements with your child and by encouraging them to adopt a positive, responsible approach to their school attire:

* No inappropriate writing or graphics on clothing.
* Skirts and shorts must be mid-thigh in length
* No racer back, low-cut or cropped (showing cleavage or the midriff area) tops. Tops and bottoms must meet.
* No underwear is to be showing, including bra straps showing under tops, or underwear showing above baggy or low-cut pants.
* Straps on tops must be at least 5 cm wide.
* Tights, leggings and jeggings may be worn with an item of clothing that covers the buttocks and groin areas.
* No mesh shirts / muscle shirts.
* No hats worn in the school (“Off and Away” policy).
* No bandanas, du rags, or gang wear.
* No choices of attire that diminish or distract from the learning environment.

Where a misunderstanding arises, the principal will decide on the suitable course of action to ensure the fairness and respect for all students.

1st Nutrition Break = Go Home Break

Students who stay at school for this break are expected to eat their food at school and to remain on school property during the entire break period. Special lunches, the milk program and the items sold at the tuck shop will be available during this break.

Children regularly staying for breaks may not leave the schoolyard without written consent from a parent.

Clemens Mill staff does not supervise areas off school property and those students that leave the school during the 1st Nutrition Break become the responsibility of their parents while they are away from the school.

2nd Nutrition Break = Stay Here

Students are expected to remain at school during this break unless alternative arrangements have been made with the school.

If you wish to have your child leave during 2nd Nutrition Break, please make sure that you have sent a note to school explaining the absence.

New Safe Welcome Program

For safety and security, all schools in WRDSB will now have secured access. All visitors will be required to enter the school through the front doors by accessing a two-way intercom. This is a new system for Clemens Mill and if you have any questions please contact the Principal or Vice Principal.

Those dropping off students in the before and after school programs will do so through the YMCA using a similar two-way intercom system.

Books and School Bags

Full classes, limited space, and a desire to assist students with the development of organizational skills, requires that no school bags of any type be used to carry belongings from class to class. Students will be required to carry only those books immediately required for that portion of the day. Visits to lockers will only be allowed at appropriate times.

**Bicycles, Skateboards, etc.**

For the safety of others and yourself, walk your bicycle on school property. Racks are provided at the school and this is where your bicycle should be chained and locked. All students riding a bicycle to or from school must be wearing the required helmet.

Roller blades, skateboards and scooters are not welcome at school and should not be brought on the school property. Students that insist on using these types of transportation should make arrangements to keep their equipment stored at a nearby friend’s home.

 **What to do if…**

You Need to Leave Early

It is important that you bring a note from your parents or guardian giving the time you need to leave and the reason. Please give this note to your teacher and when the time arrives, be sure to sign-out in the main office before you leave the building.

**You are Injured or Ill While at School**

Inform a teacher immediately, who will then send you to the office if the matter cannot be dealt with in the classroom. Office personnel will contact your parent or guardian to determine their wishes. **Parents/Guardians please note:** no student will be allowed to go home without your permission. In the case of a serious injury, if we are unable to contact you, your child may be transported to a hospital emergency ward. In all cases, we will do our best to contact you or the person you have named on the student health information form, as soon and as quickly as possible.

You need to take Medication at School

No medication may be taken at school without the knowledge of the school administration and the completion of the proper Medication Form. This form may be picked up at the main office and must be on file prior to any school staff being able to administer medication to your child. All medication must be stored under lock and key in the main office where students will receive their medication at the appropriate time and in the appropriate quantity. School staff will do their best to administer medication at the proper time; however students must also take responsibility for remembering when they must be at the office. A record will be kept when students received their medication. Only prescription medication may be administered to your child by school staff. Parents are welcome to come to the school to administer medication themselves.

**You’ve Lost or Found Something**

Ideally, valuables should not come to school, however when they are needed at the school, the items should be left in your school bag or in your locker. Large amounts of money or other expensive items should be left at home. If you find or lose money, jewellery, watches or glasses, please report it to the office. Other items such as clothing are kept in the Lost and Found Bin. Please check this location to see if your item has been found. The school will display these items on a regular basis and particularly at the end of each term. Items that are not claimed will be packaged and donated to a local charity.

You Wonder if the School is Closed

It is very rare for a community school to close during the school year. Here at Clemens Mill the majority of our students walk to school so even when the buses are cancelled, the school is still open to the rest of the students. If you are wondering about the school being closed, please do not call the school. You are asked to listen to local radio stations for information where they will regularly list the schools that are closed.

Nutrition Break Times

The following bell times will be **for all students** at Clemens Mill. We will be following a 10 period schedule.

**Early Entry - 8:20**

**Start of the Day** - **8:30**

**Start of 1st Nutrition Break - 10:30**

**End of 1st Nutrition Break - 11:10**

**Start of 2nd Nutrition Break - 12:40**

**End of 2nd Nutrition Break - 1:20**

**Dismissal Bell - 2:50**

Kindergarten students will be following an All Day, Every Day model this year

Code of Conduct

At Clemens Mill we feel strongly about upholding the highest behavioural standards by rewarding and recognizing positive behaviours and by firmly and consistently dealing with misbehaviours.

The Clemens Mill staff believes self-discipline is developed as part of a continuous learning process and is demonstrated in the ability to behave in a socially responsible manner. At Clemens Mill our students are supported in their growth toward self-discipline and their development of self-worth by a caring, orderly school atmosphere. The Clemens Mill staff encourages open and positive communication to help resolve conflict situations.

Statement of Progressive Discipline

To meet the goal of creating a safe, caring, and accepting school environment, the Waterloo Region District School Board supports the use of productive positive practices including consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary.

Therefore it shall be the policy of the Waterloo Region District School Board that the following actions or behaviours will not be tolerated on school property or in school-sponsored or related activities

* The use, possession or sale of alcohol or illicit drugs;
* The possession or use of weapons or items which are intended to be used as weapons;
* Any physical assault, threats of assault or intimidation;
* Any gang/youth group displaying a pattern of delinquent or disruptive activity;
* Any sexual, religious, ethno-cultural and/or racial abuse, slurs or harassment.

Therefore the following behaviours will not be tolerated at Clemens Mill:

* Smoking
* Use/sale of illicit drugs
* Bullying
* Intimidation
* Fighting or “play fighting”
* Vandalism
* Theft
* Verbal abuse (including swearing and racial/sexual/religious slurs)
* Repeated refusals to cooperate with staff or follow the rules of the school

Should a student choose to behave in an unacceptable fashion, staff will investigate the circumstances and discuss the inappropriate actions with the student(s).

All inappropriate behaviours will be recorded and tracked. Sometimes a pattern of poor behaviour may be indicative of a more serious problem and a referral for intervention and support may be made.

In the event of serious or ongoing misbehaviour, staff will promptly communicate with the parents of the student(s) involved so that the home may be a part of both the consequences applied and the future expectations/actions imposed upon the student.

It must be noted that attendance at off campus trips and special school events is not an automatic right, but rather a granted and earned privilege. As such, it is important to note that failure to meet behaviour and academic expectations can result in students being removed for any and all school sponsored activities.

What Are We Going To Do?

It is our intention:

1. To ensure the safety and well-being of all children at Clemens Mill School
2. To protect the learning environment of every classroom from persistent/ongoing behavioural concerns
3. To recognize and reward good behaviour at school
4. To provide opportunities for your child to learn that he/she is responsible for and in control of their behaviour
5. To let your child know that the school and parent/guardians are working together
6. To keep you informed if your child misbehaves at school and to let you know the sequence of events that will happen should the misbehaviour continue

Students are sent to the office after repeatedly disobeying progressive classroom rules or for incidents of significant or ongoing misbehaviour in the lunchrooms or playgrounds. Though most incidents will follow a standard progression of consequences, each child will be dealt with on an individual basis and each incident is investigated as thoroughly as time permits. At times mitigating circumstances will factor into consequences for certain Special Education students or students in the early grades. In all cases, consequences are at the full discretion of the school administrators and will be carefully considered.

Progressive discipline may include a range of interventions, supports and consequences when inappropriate behaviours have occurred, with a focus on improving behaviour, such as one or more of the following:

• Oral reminders

• Review of expectations

• Written work assignment

• Contact with the pupil’s parent(s)/guardian(s)

• Detentions

• Volunteer service to the school community

• Peer mentoring

• Referral to counseling

• Conflict mediation and resolution

• Withdrawal of privileges

• Withdrawal from class

• Consultation

• Restorative practices

• In-school suspension

• Out of school suspension

• Restitution for damages

• Meeting with the pupil’s parent(s)/guardian(s)

• Referral to a community agency

• Transfer

• Expulsion

Generally, the consequences of the misbehaviour will depend on the number of incidents that have occurred throughout the year and/or the severity of the incident. Please keep in mind that severe “Code of Conduct” behaviours may result in immediate suspension, rather than following the progression described in this document. For example, students fighting, or swearing at staff members may face a suspension regardless of incident number. In most situations under the Freedom of Information restrictions school staff members are **not** at liberty to discuss student behaviour incidents or consequences with parents of children other than their own.

Step #1

* Record the incident
* Counsel with Principal or Vice Principal
* Progressive discipline and consequences applied
* **Note: Parents will not usually be notified at this time**

Step #2

* Record the incident
* Counsel with Principal or Vice Principal
* Progressive discipline and consequences applied
* Phone call home informing parents/ guardians

Step #3

* Record the incident
* Counsel with Principal or Vice Principal
* Progressive discipline and consequences applied
* Phone call home informing parents/ guardians
* Could include ½ or full day out of the classroom

Step #4

* Record the incident
* Counsel with Principal or Vice Principal
* Progressive discipline and consequences applied
* Phone call home informing parents/ guardians
* Consequence at the discretion of the administrator
* Could include suspension from school (in-school or out of school)
* Student meeting with administrator following suspension

Behaving the Clemens Mill Way

|  |  |
| --- | --- |
| Outdoors  * Play safely * Keep hands and feet to yourself * Keep the playground clean * Share and take turns * Use appropriate language * Play games and use equipment properly | |
| Indoors **Classroom**   * Listen attentively * Raise your hand to speak * Focus on your work * Participate in activities | **Indoors**  **Washrooms**   * Keep our washrooms clean and tidy * Return to class quickly * Don’t vandalize * Respect the privacy of others * Always wash your hands |
| **Lunch**   * Stay in your seat * Use an indoor voice * Keep your eating area clean * Bring “litterless” lunches * Recycle * Seek permission to use the washroom * The teacher dismisses you, not the bell | **Assemblies**   * Sit properly * Listen attentively * Enter/exit quietly * Participate in activities * Use the washroom before hand * Focus on the speaker |

Recognition of Positive Behaviour

Clemens Mill is a wonderful learning environment and the majority of our students display positive behaviour, which will be recognized publicly through assemblies, calls/notes home, school announcements, added privileges, etc. We are proud of our school and our students.