

2011 - 2012

CLAIRMONT COMMUNITY
SCHOOL

HANDBOOK



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BELL TIMES

Warning Bell	8:18	
Period 1	8:25	8:55
Period 2	8:55	9:25
Period 3	9:25	9:55
RECESS	9:55	10:10
Period 4	10:10	10:40
Period 5	10:40	11:10
Period 6	11:10	11:40
LUNCH	11:40	12:00
LUNCH RECESS	12:00	12:25
Period 7	12:25	12:55
Period 8	12:55	1:25
Period 9	1:25	1:55
RECESS	1:55	2:10
Period 10	2:10	2:40
Period 11	2:40	3:10
Period 12	3:10	3:20

As a result of our long school day, students receive some Fridays off in lieu of the extra time spent in class each day and are noted as CSW days.

Please note that Junior High students will have lunch recess from 11:40 – 12:00 and then have their scheduled lunch break from 12:00 – 12:25.

September 2011

Aug 31	Students 1st Day of Class
30 - Sep 6	ECS Split Entry by Appointment
5	NO SCHOOL - Labour Day
12	Early Dismissal Staff Mtg. - 2:50
16	NO SCHOOL - CSW Friday
23	NO SCHOOL - School PD
27	Meet the Teacher & School Council Mtg. 7:00pm

October 2011

3	Early Dismissal Staff Mtg. - 2:50
7	NO SCHOOL - CSW Friday
10	NO SCHOOL - Thanksgiving
13, 14	School Pictures
28	NO SCHOOL - District PD

November 2011

4	NO SCHOOL - CSW Friday
7	Early Dismissal Staff Mtg. - 2:50
11	NO SCHOOL - Remembrance Day
24	1st Report Card
25	NO SCHOOL - School PD
28, 30	Parent Teacher Interviews 4-7 pm

December 2011

5	Early Dismissal Staff Mtg. - 2:50
2, 9	NO SCHOOL - CSW Friday
14	Christmas Concert - 7:00 pm
17 - 31	NO SCHOOL - Christmas Holidays

January 2012

2	NO SCHOOL - Christmas Holidays
9	Early Dismissal Staff Mtg. - 2:50
13, 27	NO SCHOOL - CSW Friday

February 2012

6	Early Dismissal Staff Mtg - 2:50
10	NO SCHOOL - CSW Friday
17	NO SCHOOL - District PD
20	NO SCHOOL - Family Day

March 2012

5	Early Dismissal Staff Mtg - 2:50
8,9	NO SCHOOL - Teachers' Convention
16	2nd Report Card
19, 21	Parent Teacher Interviews 4-7 pm
23	NO SCHOOL - Day in Lieu of P.T.I.

April 2012

2	Early Dismissal Staff Mtg - 2:50
6 - 15	NO SCHOOL - Easter Break
27	NO SCHOOL - CSW Friday

May 2012

7	Early Dismissal Staff Mtg - 2:50
11, 18	NO SCHOOL - CSW Friday
21	NO SCHOOL - Victoria Day

June 2012

1	NO SCHOOL - School PD
4	Early Dismissal Staff Mtg - 2:50
8	NO SCHOOL - CSW Friday
28	Students' Last Day

PHILOSOPHY OF EDUCATION

The educational philosophy of Clairmont Community School identifies the purpose of education as being the education of the whole child, including the intellectual, physical, emotional and social aspects of the child. The purpose of education should be to provide all students with experiences and instruction, which will permit them to acquire skills, information and feelings of self-confidence and self-worth.

Through a balance of all the elements of education, we strive to provide our students with the means to achieve and succeed, preparing them to make an effective contribution to society.

Through knowledge of the strategies of instruction and with sensitivity to, and caring for, the needs of the child, we strive to treat each student as an individual. We strive to practice and to instill in our students' respect for others, respect for the environment, tolerance and respect for individual beliefs.

Understanding that students are individuals with a variety of needs and abilities, we strive to provide a variety of learning situations in order that every child may reach the highest goals of which he or she is capable.

In all our dealings with our students we will strive for consistency in our expectations, in discipline, and in providing a secure and stable environment. Understanding that making errors is part of the learning process, we will strive to provide an environment in which the child does not fear to risk and an environment in which learning is made enjoyable.

It is our belief, too, that students must take an active part in their own learning. Part of that learning must include guidance in the differences between privileges, rights and responsibilities and how they are inter-related both in society and within our school and how they affect the relationships of the individual on the whole.

Of greater importance is the maintenance of open communication between the school, the parents and the community. We will continually strive to seek ways in which this communication may be enhanced.

The successful education of our children is a joint responsibility between parents, students and teachers. Without mutual support the process of education is severely impeded.

SCHOOL FEES

	Kindergarten	Grade 1	Grades 2-5	Grade 6	Grade 7-8
Textbook Fee	-	50.00	50.00	50.00	60.00
Field Trip Fee	20.00	-	-	-	-
Supply Fee	50.00	25.00	25.00	25.00	40.00
Swim Fee	-	-	25.00	-	-
CTS Fee	-	-	-	-	25.00
Totals:	70.00	75.00	100.00	75.00	125.00

*The textbook fee is a rental fee. Students will be expected to pay for any lost or damaged textbooks. For younger grades, the textbook fee includes student workbooks.

*Although all students will have the opportunity to experience field trips at Clairmont Community School, Field Trip Fees only apply to Kindergarten students because they are funded differently from the grade 1-8 program.

*Supply Fees include various supplies provided by the school, including but not limited to art supplies, sports equipment, agendas, music program and special presentations.

*CTS Fees are used to offset a portion of the cost associated with the Food Studies Program as well as other CTS strands offered here at Clairmont Community School.

SWIMMING LESSONS

Although not mandatory, to fulfill the aquatic component of their physical education program and by the request of the School Council, this year our grade 2 – 5 students will travel to Grande Prairie for swimming lessons, a program, in which a large portion is funded by the outside agencies through various grants.

EARLY ARRIVAL AND PICK UP

The Main School doors will open at 7:50 A.M. Students arriving between 7:50 A.M. and 8:18 A.M. are expected to wait outside until the 8:18 A.M. warning bell. **THERE IS NO SUPERVISION SCHEDULED AT THIS TIME.** Please help your child plan to arrive at the school as close to 8:18 A.M. as possible. Arriving at 8:20 A.M. will ensure your child can walk right inside and will still have enough time before class begins. Students leaving early need to be signed out by the Parent/Guardian who is picking them up.

BIKES, SCOOTERS, ROLLERBLADES, ETC.

Many students may come to school using this type of equipment and for the sake of their own safety; students who do bring such items to school must adhere to the following guidelines:

- ❖ Take bikes to the bike rack, lock them up and leave them there until you go home.
- ❖ Bikes, scooters, rollerblades, skateboards, hee-ies or any other form of similar equipment are not to be used on school property.
- ❖ Bikes must be walked while on school property and across all crosswalks.

KINDERGARTEN

Clairmont Community School will be offering two Kindergarten programs during the 2011-2012 school year. One Kindergarten class will be in operation every Tuesday and Thursday. The other Kindergarten class will generally be in operation on a Monday and Wednesday cycle. Each kindergarten day will be for the full day and is an integral part of our school program.

This year the Tuesday/Thursday program begins with individual interviews on September 1st and 6th, 2011. Tuesday/Thursday Kindergarten's first day of regular classes will be Thursday, September 8th, 2011. The last day of Tuesday/Thursday Kindergarten will be May 31st, 2012.

The Monday/Wednesday Kindergarten class will be in operation every Monday and Wednesday with the condition that for every week that Monday is a holiday, students will have school on the Friday, except for September 9th, 2011. This program will begin with individual interviews on August 31st and September 2nd, 2011. Monday/Wednesday Kindergarten's first day of regular classes will be Wednesday, September 7th, 2011. The last day of this program will be Wednesday, May 30th, 2012.

TELEPHONE

A phone is available in the hallway for students to use. Office and staff room phones are not to be used by students. Exceptions will be made to this policy only in emergencies. Students using the hallway telephone during class time must have written permission from a teacher. Messages received prior to 2:50 pm from parents or guardians are acceptable. Messages from friends are not. Due to the extremely busy time at the end of the day, any message received after 2:50 is not guaranteed to reach your child.

ATTENDANCE POLICY

Regular and punctual school attendance is expected and necessary for success in school. A student may be released upon the written or verbal request of the parent.

Any requests for children to leave the school early or to go home by alternative means of transportation should be made in person or in writing to the school office. Parents are also required to contact the bus driver and notify them of such changes if the child rides a bus. Students arriving late are required to report to the office prior to going to their first class to pick up a late slip.

With our safe arrival program, parent volunteers or staff will call home when students are absent and the school has not been contacted. If your child will be absent, please call (780) 567 – 4698.

***** The Safe Arrival Program will not operate any days the busses do not operate due to the large number of excused absences. If you are sending your child and would like to ensure they arrived safely, please call the school. *****

NEWSLETTERS

In an effort to help keep you aware of the many events and happenings in the school, we will be sending home a newsletter midway through each month and at the end of each month with the youngest child in each family.

LUNCH AND STUDENTS LEAVING SCHOOL GROUNDS

For safety and protection, students are not permitted to leave the school grounds without permission and then will only be permitted if they are going home for lunch. Pupils leaving school grounds during the day for lunch must provide a note from their parent(s)/legal guardian(s). One note for the entire year is acceptable. Furthermore, if a child is leaving the school grounds to go to any home other than their own, they must also have a note from an adult occupant of this home indicating permission has been granted. All other students are expected to bring lunches to school and eat them while seated in their classroom. A hot lunch program and juice machine will also be available to students on a regular basis. The juice machine may only be accessed outside of regular instructional school hours.

HOMEWORK POLICY

Because education is a lifelong process, which extends beyond the school, it is important that students recognize that learning occurs in the home and community. Since skills of independent study and learning outside the school are important, the school affirms and supports the assigning of homework at all grade levels based on the practice of good learning theory. It is important that an awareness of a student's ability, grade level and home conditions will affect the amount and nature of the homework assigned. (Homework is considered here to include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities which are related to classroom work, but which are assigned to be done at home).

The aims of homework are:

- develop regular and efficient study habits
- reinforce learning
- allow for individual differences

Guidelines Re: Length of Homework/Assignments for Students

Grade 1.....	10 - 15 minutes
Grade 2, 3, 4.....	15 - 20 minutes
Grade 5, 6.....	20 - 30 minutes
Grade 7, 8.....	30 - 60 minutes

It should be noted that these are suggestions for the "average" student and consequently the actual time spent by each student will vary considerably. Nevertheless, if your child is consistently spending more time doing homework than the guidelines, please contact the school for clarification and/or possible adjustment to your child's program.

INTERNET ACCESS

All students are given the opportunity to access information via the "Internet". Failure to comply with the terms stated on the FOIP Information and Internet Consent Form, which is part of the new student registration package and sent home with the returning students at the beginning of each year, will result in limited or a total ban of this privilege.

STUDENT INSURANCE

Peace Wapiti School Division has a Student Accident Insurance Program that protects students and their families from some of the high costs of injury from accidents. The Student Accident Insurance program provides coverage for medical, dental, disability and accidental death and dismemberment insurance on behalf of students participating in any school activities, including student transportation and school sanctioned events and field trips. All students are covered under the Division plan.

Parents/Guardians may wish to purchase additional coverage (summertime, weekend and other non-school days) at their own cost; information packages are available at the schools. For all claims, please contact your school for a claim form.

ILLNESS AND ACCIDENTS

Normally students too ill to go outside for recesses are generally too ill to be at school. This is especially true in the case of severe colds where continual attendance at school can delay recovery and provide a source of infection for other students.

Due to limited space within the school, it may not be possible to provide an ill student a comfortable place to rest during the day. Whenever possible, parents or the emergency contact person will be contacted and asked to take the child home.

In cases of serious accidents, where a doctor is urgently required, an ambulance may be called. Parents should be aware they may be responsible for any ambulance charges.

DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS

Discipline is a word that can describe conduct that is motivated from within an individual and is a result of training and experience. During the formative years, children acquire varying amounts of this internal self-direction. As adults it is a part of our responsibility to help them in this growth experience. Most often, reasoning, discussion and simply telling students that a certain behavior is unacceptable or undesirable is sufficient. In some cases external discipline in the form of consequence may seem to be the best. In some cases, where behavior is very serious or repetitive in nature and the continued attendance of a student at the school is seen as harmful to the student body as a whole, a suspension from school or the bus may be the consequence.

A student shall conduct him/herself so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing his/her studies;
- b) Attend school regularly and punctually (on time);
- c) Co-operate fully with everyone authorized by the School Board to provide education programs and other services;
- d) Comply with the rules of the school;
- e) Account to his/her teachers for his/her conduct;
- f) Respect the rights of others.

LOCKED DOORS

All doors to the school shall remain locked during the day with the exception of the front doors. The front doors will open at 7:50am and will be locked at 4:00pm most nights.

SCHOOL COUNCIL

All parents are encouraged to take part in School Council activities. The function of this body is to help provide effective communication between parents and staff to ensure the best education for all our children. This is the forum for you to provide input regarding the direction our school should be taking. The first meeting for 2011/2012 school year will be on Tuesday, September 27, 2011 at 7:30pm. An opportunity to meet the teachers within the school will be made for the half hour prior to this meeting. For further information feel free to call the school at 780 567- 4698 and we will direct you to the appropriate member of the executive.

LOCKERS

Students and parents should be aware that school lockers are the property of the school and may be opened by administration at any time. Lockers are not one hundred percent secure and valuables are best left at home.

DRESS CODE

Standards of dress and personal hygiene must be maintained while in attendance at school.

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain an appearance that is not distracting to classmates, others students, the staff, or to the detriment of the educational process of this school. Where the student dress is felt to be distracting he/she will be so informed by his/her teacher, the school principal, and/or the counselor.

It should be noted here that "art work" which is crude or offensive is considered inappropriate and hence is not allowed in our school and with the exception of special occasions, hats are not permitted to be worn within the school building.

We would also urge that during the winter season, parents ensure that their children are dressed adequately to withstand the rigors of winter weather. Should their bus break down or become stranded, it is essential that students be appropriately dressed.

All students must have a separate pair of non-marking shoes restricted for gymnasium and other indoor use. Parents are strongly encouraged to test these shoes in the stores selling them, prior to purchasing them. Shoes that do mark will not be permitted to be worn in the school.

FIELD TRIPS

Various out-of-classroom experiences may be planned for the students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring private or public transportation prior to their occurrence. A completed permission slip is required from each child for any field trip that extends a radius of 80 km from the school or if the field trip is outside the regular school day before he/she can attend. "Blanket" forms may be used for repeat trips such as sports teams. This consent form is your authorization for your child's participation. Students not returning permission forms will be accommodated in other classes.

All field trips are under the supervision of at least one staff member and fall into accordance of Peace Wapiti School Division policy HGCG. If parents would like to volunteer, please contact the supervising staff member.

MEDICATION

Staff members may not administer oral medication of any kind to students unless the parent has completed the appropriate forms which may be filled out at the school office. This includes all prescription and non-prescription drugs. Prescription medication must be accompanied with written instructions from a physician or pharmacist. Parents/guardians should ensure the school is aware if their child has any allergies or medical needs.

PROGRESS REPORTS

Progress reports will be issued to students three times this year. The first progress report will be issued November 24th, 2011, the second on March 16th, 2012, and the third and final report will be sent home on June 28th, 2012.

With the issuing of the first and second progress reports, time is set aside for parents/guardians to come to the school and meet with the teacher(s) to discuss their child's progress. These conferences are an essential component of the reporting process. The first parent - teacher interviews will be on November 28th and 30th from 4:00pm – 7:00 pm. The second scheduled Parent-Teacher Interviews will be March 19th and 21st, also from 4:00pm – 7:00pm. All appointments will occur on a first come basis UNLESS your child's teacher calls you and arranges a specific time that is agreed upon. Signing up at the door to the classroom will also be available.

Although parent-teacher conferences are pre-scheduled, parental contact is encouraged whenever there are concerns regarding the welfare and progress of the child. Please call the school and arrange a mutually convenient time for a conference.

If good news is to be shared, or problems occur, the teachers will contact you or feel free to contact him/her at the school. This sharing process and communication is vital.

If promotion is in danger as indicated on the report, parents are encouraged to come to the school for the interviews. Criteria used in making placement decisions are:

- | | |
|---------------------------------|---|
| ❖ Academic performance | ❖ Anticipated emotional impact on the child as perceived by the teachers and the parents. |
| ❖ Previous retentions | |
| ❖ Age and Maturity of the child | ❖ Parent reaction and its anticipated impact on the child |
| ❖ Scores on standardized tests | |

STUDENT RECORD UP-DATING

In order to maintain an efficient level of communication, please keep the school office informed of any changes to student information such as emergency contacts, phone or cell numbers, work numbers of parent(s)/guardian(s), addresses and pertinent medical information as soon as they occur.

EMERGENCY DRILLS

Throughout the year, Clairmont Community School will practice various emergent drills to ensure all occupants are familiar with certain procedures in the event of an actual emergency.

SPECIAL EDUCATION

The purpose of this program is to assist students who appear to be experiencing difficulty with one or more areas of their educational program. Classroom teachers, upon parental/guardian approval will recommend students with difficulties. Specified staff will be working with these students individually and/or in small groups. Through continuous evaluation, the student's progress is closely monitored and his/her programs are modified as required. The length of stay in the program varies with each student. Other program modifications may be designed and implemented by the regular classroom teacher within the classroom.

PHYSICAL EDUCATION

Clairmont Community School has developed a strong physical activity program with the emphasis on participation and involvement. All students must take part. Physical education is a mandatory part of the education program, and as such, only in very specific instances, such as physical injury or incapacitating health consideration, will students be excused from participation.

All requests for students to be excused from participation in physical education or from some specific activity must be given by the parent(s)/guardian(s) to the appropriate teacher. Requests for lengthy exemption for medical reasons must be accompanied by a doctor's certification.

Also, for the care of our gymnasium floor, all students are expected to have clean, non-marking soft soled indoor shoes. Any student who has shoes that do leave marks will not be permitted to wear them indoors. Please check the shoes carefully before purchasing them.

LIBRARY

The library provides students with a variety of reading materials for pleasure and academic studies. Students, who do not return borrowed materials on time or return materials damaged, may lose borrowing privileges. Parent(s)/guardian(s) may also be billed for the books that have been damaged or have not been returned.

VISITORS AND VOLUNTEERS

For safety and security, please be aware that all visitors are required to check in at the office unless you have been invited to the school for a specific event. Also, all volunteers must sign in at the office due to workers compensation regulations. If you would like to volunteer in the school, please call your child's teacher to arrange a time that would be most beneficial to all. If you would like to specifically volunteer within the office or the library, please contact the office.

PERSONAL PROPERTY

School personnel cannot accept responsibility for the personal property of students. Please identify all outerwear, footwear, and school supplies with your child's full name.

Students are strongly discouraged from bringing expensive personal property such as personal music players and video games as well as items which are provided by the school as part of the regular program such as softballs, soccer balls, footballs, etc.

CELLULAR TELEPHONES AND ELECTRONIC DEVICES

For elementary students, cellular telephones, game and music devices are not a necessary component of the educational environment and are extremely discouraged from being brought to school. All Junior High students are permitted to bring and use their personal electronic devices to any class where the teacher has given such permission. Students will be able to, ***at their teacher's discretion***, connect to the school's wireless to use mobile devices as educational tools during class. Teachers will provide direction in the use of these devices as tools for learning as opposed to entertainment. Use of the network for non-educational purposes during instructional time is not permitted. Any student who does choose to bring any electronic device to school is not permitted to use these devices during recesses or other breaks in the day.

COLD WEATHER POLICY

In the interests of student safety, parents/guardians are to ensure that all students riding on school buses during the winter months be appropriately attired, including proper footwear, headwear and gloves. In the case of inclement weather our school follows divisional policy regarding school closure. This means that normally, even though buses may not run because of weather conditions, the school remains open. If buses do not run, parents have the option of transporting their children to school. Please note that if buses do not operate in the morning it is the parents' responsibility to pick up their children in the afternoon. Please see Board Policy EAAF for specific details.

The school will not have outdoor recesses when the weather is colder than -25 Celsius. However, wind chill will also be considered and on such days, the outdoor recesses may be shortened or not permitted at all.

***** The Safe Arrival Program will not operate any days the busses do not operate due to the large number of excused absences. If you are sending your child on a day buses do not run and would like to ensure they arrived safely, please call the school. *****

SURVEILLANCE CAMERAS

Please be aware that in an effort to better serve the students and community of Clairmont and by the endorsement of the Clairmont Community School Council, Clairmont Community School has surveillance cameras on the property in an effort to reduce any negative activities that commonly or occasionally occur in every Alberta community.

BUS LANES, PARKING AND PICKUP

Please be aware that the area to the south of the school is a bus zone between 7:50 am and 8:30 am as well between 3:10 pm and 3:40 pm. Do not drive through the bus lanes during this time.

Please adhere to all signage and please be aware, the drive through area at the front (west side) of the school is a one-way and is also a loading zone only. It is designed for drop-off or pick-up only. Visitor parking is located on the south side of the school.

If you are picking your child up before the end of the day, please stop in at the office to sign the child out. If your child normally rides the school bus, it is your responsibility to notify the bus driver that your child will not be on the afternoon bus route.