



**CLOVER BAR  
JUNIOR HIGH**

**2018-2019 Handbook**

# Welcome to Clover Bar - Home of the Knights!

Welcome to Clover Bar for the 2018-2019 school year! We are eager to share in the many academic and extracurricular activities that makes this an excellent school. We encourage you to get involved and add to the pride that students past and present have created in our school.

At Clover Bar, we expect all students, families and staff to strive for success, be respectful of each other and be actively engaged in school life. We expect our Clover Bar family to continually strive for their personal best. Your personal best will be achieved with a positive attitude, cooperation, having respect for yourself and others and by taking responsibility for your actions.

This student handbook provides the information you need to be a successful Clover Bar Knight.



# School Programs

Clover Bar Junior High offers programming in:

- Math, Science, Social and English Language Arts
- Career and Technology Foundations (CTF Options)
- Clover Bar Hockey/Soccer /Independent Sport Academy
- Fine Arts and French as a Second Language

Clover Bar is also home to the Elk Island Public School's small group program, PLACE. Students in this program focus on practical life and community skills, which includes classroom learning as well as active participation in CTF option courses.



# Aim for the Future!

Staff at Clover Bar Junior High support students as they “Aim for the Future”. Students are guided to identify their strengths, prepare for the future as lifelong learners, and be accountable for their choices and demonstrate respectful behaviours in our school community.

## Clover Bar Knights...

- Serve family, school and community with benevolence
- Always do their best
- Are respectful, fair, kind and honest
- Persist till the end, any task begun
- Honour the present moment



# Aim for the Future!

CLB students have the opportunity to succeed in...

Academics

Athletics

the Fine Arts

Leadership

Career and Technology Foundational Development



# Clover Bar Junior High School Hours

The CLB school office opens at 8:00 a.m. and closes at 4:00 p.m.

CLB student supervision begins at 8:20 a.m. Students on school teams, with early morning practice, will be supervised by team coaches and school liaisons until general school supervision begins. Please make arrangements with administration if your student requires an earlier start time.

Students remaining at the school after 3:40 p.m. will remain on the benches outside of the office. Access to hallway lockers, without supervision, ends at 3:40 p.m.



# Visitors / Volunteers

Visitors and volunteers are welcome to CLB! For the safety of our staff and students we ask all visitors and volunteers to sign in at the office, review safety evacuation process and sign out when leaving the school.

For the safety of our students, volunteers working directly with students need to complete a volunteer form and will be asked for a completed criminal record check as well as a vulnerable persons check. Administration is happy to provide a letter enabling our volunteers to receive a free criminal record check.

Thank you for making a difference for our students!



# Supporting Student Success--Roles and Responsibilities

We all have a role to play in the success of our students...

**Students** have a responsibility for their own learning and are expected to:

- attend school every day on time
- complete assignments, projects and tasks to the best of their ability
- demonstrate their learning
- take advantage of chances to revise or redo assignments or tests so they can show growth in their knowledge, abilities and skills
- participate in school celebrations.





# Supporting Student Success----Roles and Responsibilities



We all have a role to play in helping our students be successful...

**Parents** can support their child's learning by:

- working in partnership with school staff
- providing a quiet place for their child to study at home
- staying informed and keeping in touch with school staff

Regular review of the CLB newsletters, school website and social media are used to keep parents informed. Attending parent-teacher conferences in November and March is encouraged. Communication with school staff is key! All staff can be contacted through email (see [CLB Website Contact](#)) or phone 780 467 2295.

# Supporting Student Success----Roles and Responsibilities



We all have a role to play in helping our students be successful...

**Teachers** help students succeed by providing:

- programming that is suitable for each child
- many opportunities and different ways for students to show what they know
- students who have missed important assessments and activities the chance to complete the work
- clear explanations of expectations and assessment practices in all courses  
(Course Outline on [CLB Website e-Teacher Page](#))
- regular communication about student progress and achievement  
([PowerSchool Parent Portal](#))
- opportunities for parents to be involved in their child's learning.

# Supporting Student Success--Lifelong Learning Behaviours

Student achievement begins with focused learning in the classroom. Focused learning includes following lessons, asking questions for clarification and completing all tasks on time. Students are responsible for making arrangements for work completion when absences occur.

When a student does not meet the acceptable standard on assignments and/or assessments, teachers will use some/all of the following interventions: assistance in small group or one to one sessions before, at lunch or after school, noon peer tutoring sessions and/or literacy/numeracy group sessions. After providing additional assistance, teachers may contract with students a process for students to re-demonstrate their understanding of learning outcomes. The teacher may also choose to exempt a mark or disregard a missing mark.

# Supporting Student Success--Intervention

When students have missing or incomplete assignments and/or assessments, teachers will begin by determining if incomplete assignments/assessments are not completed because the student can't or won't do the work.

If it is determined that the student can't do the work then the student and teacher set a time to meet to receive support to complete task. If further review is necessary the teacher will assign peer tutoring in the library over the noon hour. Tutoring will be provided by grade 9 students or supervising staff member.

If it is determined that the student won't do the work...



# Supporting Student Success--Intervention



If it is determined that the student won't do the work, the student will attend a lunch hour detention to complete the work. After two failed attempts to have the student attend the detention, teachers will contact parents (documented) and inform them of the incomplete assignment(s)/assessment(s). If work is still not complete after three attempts with the student to complete tasks, the administration team will assign an in-school suspension (ISS), which will be served in the Reflection Room (ROC Room) until all missing assignments/assessments are completed. Parents will be notified (documented).

If there are repeated concerns with students who won't/can't do the work a student, teacher, parent, counsellor and administration conference will occur to determine the next level of supports required for the student to achieve.

# Reporting Student Achievement

Outstanding (missing) summative assignments and/or assessments remaining after the above process has been attempted will result in a zero, which will be calculated into the student average. Student deadlines for submitting incomplete or missing assignments/assessments are: January 15, 2019 for semester 1 and June 15, 2019 for semester 2 assignments/assessments. If a student has not completed sufficient assignments/assessments to calculate a grade, this will be noted in grade book in place of a numerical or letter grade for that specific course.

The [CLB Guide to Reporting Student Achievement](#), located on our school website, includes detailed information on assessment, grading, report cards and student/parent/student conferences.



# Reporting Student Achievement--PowerSchool

Students and parents are issued an ID and password for access to PowerSchool. Students should be using their own PowerSchool accounts, which are different than their parent's account.

PowerSchool allows users to view schedules, review marks and school attendance on a regular basis. We encourage students and parents to check PowerSchool regularly as this provides immediate feedback on student achievement.

If you require assistance with PowerSchool, please contact the school directly.



# Reporting Student Achievement--Midterm and Final Exams

Please note the dates for Clover Bar midterm and final exams on our [CLB School Calendar](#). Missing a midterm or final exam has an impact on student marks. If not completed students will receive the place mark of a zero which is averaged into their course average. Students must write exams.

If there is a critical incident where it is necessary for a student to write an exam on another date please contact administration for an approved arrangement.





# Supporting Student Learning--Learning Commons

The Clover Bar Learning Commons is available for students to read, complete assigned tasks, visit with peers, complete group tasks. Our Library Technician, Mrs. Ackerman welcomes students to our Learning Commons and is there to support their learning.



## LEADING LEARNING

### LEADING LEARNING FRAMEWORK

Standards, Themes and Growth Indicators for School Library Learning Commons

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  |   |
| Facilitating collaborative engagement to cultivate and empower a community of learners | Advancing the learning community to achieve school goals | Cultivating effective instructional design to co-plan, teach and assess learning | Fostering literacies to empower life-long learners | Designing learning environments to support participatory learning |

Standards of Practice for School Library Learning Commons in Canada

# Emergency Drills

Emergency drills are conducted a minimum of six times during the 2018-2019 school year. These drills consist of evacuation, shelter in place and lockdown. Guidelines for these drills are reviewed by students and staff regularly. Follow this link for more [EIPS Emergency Preparedness](#) information.

It is vital that students cooperate fully with the staff and conduct themselves in absolute silence during drills. In the event that a fire bell sounds during breaks or the lunch hour, students should use the nearest exit to leave the school and proceed to the designated outside area to assemble with their homeroom class. A signal will be given when it is safe to return to the building.





# Illness or Injury

If a student becomes injured or ill during school hours, a staff member should be notified immediately. In the event of a serious injury, the student is given first aid by certified staff. Parents/Guardians or emergency contacts will be notified and arrangements will be made for the student to seek medical attention. In emergency situations where parents/guardians or emergency contacts are unavailable, school staff may call an ambulance.

Non-prescription drugs will not be administered to students by Clover Bar staff. Arrangements for the administration of prescription drugs can be made upon completion of the EIPS medication form and an agreement between parents and administration.

# Allergy Aware School

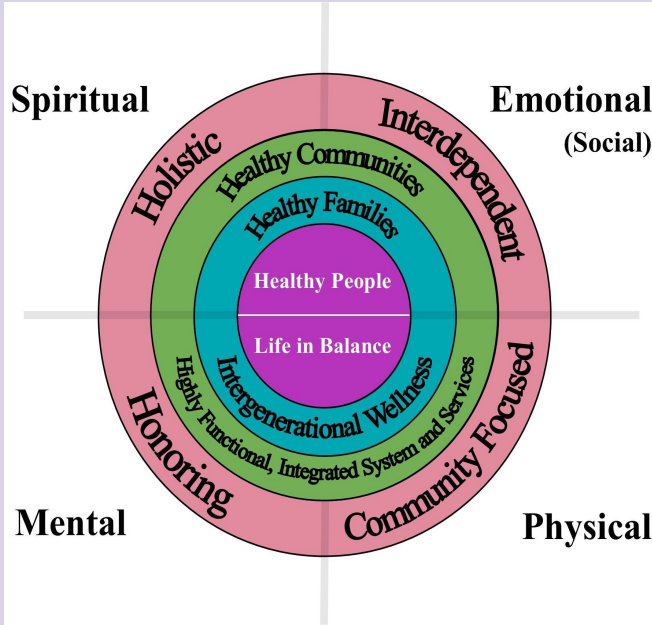
Some students and staff at Clover Bar are extremely sensitive to chemicals and may have life threatening reactions. Students are asked not to use any perfumes, colognes, or body sprays in the school hallways or change rooms.

In addition, there are staff and students who may have food or other allergies. We ask staff, students and families to make safe judgements with items they bring to school.

For further information on the [Elk Island Public Schools Allergy Aware Guidelines](#) please click on the link provided.



# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship



At Clover Bar, our goal is to support our students in the development of the skills, attitudes and knowledge of healthy, active citizens. CLB staff support students to become responsible citizens by providing students with behavioural expectations and routines. The behavioural expectations and routines are based on the skills and attributes demonstrated by the productive, responsible citizens of our local and global community. The following slides identify some of the key citizenship behaviours which are the focus at CLB.

# Student Expectations and Behavioural Routines for Lifelong Learning and Citizenship--Attendance

CLB Students are expected to attend school regularly and punctually. Regular attendance ensures that students are receiving the instruction they need to achieve success. Parents are encouraged to schedule holiday time during scheduled school holidays. For information on instructional days and school closure days the Clover Bar School Calendar is available on our [CLB website](#) along with the EIPS calendar.

CLB Health Days are instructional days with a focus on the health curriculum. In order to attain marks, students must attend Health Days for completion of health curriculum learner outcomes.



# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Absences

Please report all school absences through our email, [General.CLB@eips.ca](mailto:General.CLB@eips.ca). Messages should include the student's name and the dates of the absences. Absences are recorded in PowerSchool.

Students who are absent without a valid reason will be referred to an administrator. Truancy will be addressed by administration in collaboration with parents/guardians, the student and the school counsellor.

It is considered truancy to leave the school without permission. When a student is required to leave school early, a parent/guardian will inform the school. Students will check out at the office prior to leaving the school. Students who are truant will be required to make up time during noon hours. Students are responsible for catching up on all work they have missed during an absence. Discussion with each teacher is necessary.

# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Punctuality

Late arrivals must be reported to our school attendance secretary by parents in the same manner as school absences are reported.

For students who are late for class without permission the following procedure is followed:

- Verbal Warning
- Make up time during noon hour (detention) when at 3 or more lates in a month
- In school suspension for multiple late arrivals and/or detentions

The procedure is reset on the 1st of each month to provide students with the opportunity to improve the lifelong habits of punctuality.



# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship-- Schedules/Time Tables



Students have adequate time in their daily schedules for breaks and must be on time for classes. Class time is not to be used as an extension of breaks.

Students may leave school property over the noon break. Students must return on time for their period 5 class. CLB behavioural expectations and routines are to be followed during the noon break, whether in the school or in the community.

Students are expected to use the washrooms during their break times. There are breaks between all classes, as well as during the noon hour. A student needing to use the washroom during class time must have their teacher's permission.

# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship----Dress Expectations



CLB school is a place focused on the business of learning, as such dress expectations are to be followed. Students need to dress in a manner which presents as casual while maintaining a level of business. Body parts that should not be displayed in public settings such as schools, are to be respectfully covered.

Hoodies are not to be worn in school as this creates identification issues. Hats are to be removed as requested by staff.

Backpacks and jackets remain in students' lockers at all times. Arrangements will be made if special circumstances arise.

# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Visitors/Substitute Teachers

Students are expected to demonstrate a higher level of behaviours when visitors, such as substitute teachers are in our school. Students and staff are representing CLB. All CLB community members are expected to demonstrate positive, productive and responsible citizenship standards of behaviour.

If a student demonstrates uncooperative behaviours with visitors to CLB, such as substitute teachers, administration will apply consequences as suits the situation. These consequences can be detentions, community service or in school suspensions.



# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Cheating/Plagiarism

Any student who is observed cheating, has been discovered to have cheated or has plagiarized will be immediately referred to administration for disciplinary action. The student will receive the appropriate consequences and parents will be contacted. It will be the student's responsibility to demonstrate the learning outcome in a manner agreed upon by the teacher.



# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Electronic Devices



The use of personal media devices is a privilege and will only be permitted at the teacher's discretion for educational purposes. Clover Bar Junior High School will not be responsible for any missing, stolen, or damaged personal electronics. Care and ownership for such devices at school will be the student's responsibility and at their own liability.

If students abuse the privilege of the use of their personal device the privilege will be removed for a period of time deemed necessary by administration. The student may leave their device in the office or keep their device at home for the duration of the suspended use.

# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Damaged Materials and Equipment

Students are responsible for any willful damage to school property that is in their possession. A bill will be issued to repair or replace the item. In the event of an accident, administration will use discretion as to the replacement or repair of the material or equipment. Students that commit any vandalism to school property will be charged the repair or replacement cost and may also receive additional consequences, such as detentions or in school suspensions.

Lockers and locks are provided to all students. Students must use the school lock and should not let their locker combination be known by any other students. Students should keep a clean locker throughout the school year. There will be opportunities provided for a larger cleaning of the lockers before all school breaks.

# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Private Property Surrounding the School

In striving to have students develop behaviours of responsible, conscientious citizens we ask that they respect our neighbors. Students need to ensure garbage is placed in the proper containers, stay off private property, keep noise to a minimum.

The businesses in our community support CLB, therefore polite and responsible behaviours are expected when visiting one of our community businesses.

Our neighbors are an important part of the CLB community and we want to continually demonstrate positive citizenship behaviours.



# Student Behavioural Expectations and Routines for Lifelong Learning and Citizenship--Major Offences

CLB maintains a high level of vigilance to ensure staff and student safety at all times. Behaviours such as physical, sexual or verbal abuse (in person or online), use of prohibited substances such as drugs and alcohol, or smoking (including vaping) will result in school or out of school suspensions. In addition, students will be provided with community resource supports.

CLB follows the [Violence and Risk Protocol](#) of Elk Island Public Schools. Click on the link for more information.





# Lost and Found

Unclaimed belongings found at the school will be placed in the storage bin at the front doors of the school or in the physical education change rooms. Students looking for lost items should check these bins for their belongings.

The items left in the lost and found bins will be donated to charity before each school break.



# EIPS Bus Transportation



*The student's responsibility is to conduct themselves in a manner that will not cause the bus driver to divert his/her attention from driving the bus.* Students are expected to board and exit safely, scan pass, remain seated in their assigned seat, be accountable for conduct while at bus stops and on the bus, have only backpack size items on the bus, not eat or drink and use electronic devices responsibly.

Action will be taken for student behaviour and conduct when riding an EIPS school bus if the behavioural conduct is detrimental to the safe and caring environment of the bus.



