

PARENT HANDBOOK

Chestermere Lake Middle School



At CLMS, we are a welcoming and inclusive community where every student is valued. We celebrate diversity by building meaningful relationships. We empower our school community to grow, learn, and achieve everyone's academic and personal goals through a culture of belonging.

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Welcome to CLMS

Welcome to another exciting year at Chestermere Lake Middle School! As we step into 2025–2026, our mission continues to guide us: to be a welcoming and inclusive community where every student is valued. At CLMS, we celebrate diversity, build meaningful relationships, and create a culture of belonging where every child has the chance to grow, learn, and achieve their goals. We believe every student has unique strengths, and our job is to help them discover, develop, and shine.

This year, we're focused on three big priorities: building strong foundations in literacy and numeracy, preparing students for the future through real-world career connections, and continuing to grow a school culture where every student feels safe, supported, and proud to belong. These aren't just goals on paper; they are the heartbeat of our work together, guided by our R.I.S.E values of Respect, Integrity, Safety, and Engagement.

Families, staff, and students all have a role to play in this journey. When we all lean in together in classrooms, on the court, in school performances, and through community events, everyone can achieve. At CLMS, learning isn't just about meeting expectations; it's about sparking curiosity, building confidence, and setting students up to succeed long after middle school. Living our RISE values in every space, whether it's the classroom, the hallways, or the playground, helps make that possible.

We are proud of the incredible school, the curiosity and work ethic of our students, the dedication of our staff, and the unwavering support of our families. Together, with RISE at the core of our community, we will make 2025–2026 a year of growth, connection, and achievement that every member of our school can celebrate.

Let's make this our best year yet.

Sincerely,

John-Mark Crane, Principal

Aja Coe & Stacy Connolly, Assistant Principals



What are the Community Values at CLMS?



At Chestermere Lake Middle School, we use **Positive Behaviour Interventions and Supports (PBIS)**, a research-based framework designed to support students' academic, social, emotional, and mental well-being. PBIS helps us create a positive, consistent, and inclusive learning environment where every student has the opportunity to succeed.

This year, our school-wide expectations have been updated to **R.I.S.E.**, which reflects the values of our community:

- **Respect**
- **Integrity**
- **Safety**
- **Engagement**

RISE is the foundation of how we learn and grow together at CLMS. These expectations are explicitly taught, modelled, and reinforced in all areas of school life, ensuring clarity and consistency for students. Through recognition systems such as verbal praise and RISE PRIZES, we celebrate when students demonstrate R.I.S.E in their actions and choices.

By embedding R.I.S.E into our daily practice, we strengthen relationships, nurture responsibility, and build a school culture where everyone feels valued, supported, and empowered to grow and learn.

Together, we RISE.

Behavior Guidelines at CLMS

At Rocky View Schools, we prioritize creating a positive learning environment for all students. The following guidelines help us address behavior concerns in a constructive and supportive manner.

1. **Respectful and Safe Environment:** Our goal is to ensure that all students, staff, and visitors feel safe, valued, and respected.
2. **Behavioural Expectations:** We expect students to behave respectfully and follow the expectations to contribute to a positive school climate.
3. **Fair Process:** When behavior issues arise, a fair and consistent approach is followed, which may involve staff intervention, discussions with parents, and support from educational specialists.
4. **Response to Behaviour:** If a student's behavior disrupts learning, the school will respond with strategies that could include:
 - Communication with the parent(s)
 - Targeted short-term interventions
 - Temporary suspension from the classroom or school
 - Positive Behaviour Support Plans

Assessment of Risk to Others and Violence Threat Risk Assessment:

- You can view information about ARTO and VTRA on our divisional website [here](#).

Consequences

We aim to guide students in a positive direction through consistency, compassion and equity. When issues arise, meaningful consequences help to maintain a safe learning environment.

Proactive Strategies:

- **Teach & Practice:** We teach, re-teach and practice expected behaviours, using our school-wide R.I.S.E expected behaviour matrix.
- **Respect Culture:** We consider cultural perspectives when designing supports.
- **Support & Intervene:** We use a variety of strengths-based supports and strategies to promote and respond to unexpected behaviours.
- **Use Data:** We collect and analyse data to predict, prevent, and respond to challenging behaviours.
- **Partner with Families & Community:** We build strong relationships with parents/guardians and community partners.
- **Collaborate & Restore:** We use problem-solving and restorative practices when challenges arise.

Meaningful Consequences for Unexpected Behaviors:

1. Lunchtime Detention

- A student may serve a lunchtime detention for several different reasons. For example, to make up missed time for skipping class, arriving late after lunch, and/or not meeting school expectations.

2. Suspension:

- A student can be suspended for up to 1 class by the class teacher if their behaviour disrupts learning
- A student can be suspended for up to 5 days from school or school activities if their behavior disrupts learning or is serious in nature. Suspensions can be in-school or out-of-school
- Suspended students are not allowed on school grounds or to participate in school activities during the suspension

Types of Behaviors That May Lead to Suspension:

- **Dangerous behavior:** Using or possessing weapons, or actions that endanger others
- **Substance abuse or possession:** Use or possession of drugs, alcohol, or tobacco, attending school related activities under the influence
- **Harassment and intimidation:** bullying, cyber bullying, intimidation, threats, or sexual harassment. Use or display of racialized, homophobic, discriminatory or abusive language, distribution of offensive messages or images
- **Vandalism or theft:** damage or theft to the property of others or the school
- **Violence:** physical aggression, fights or assault to other students or staff
- **Disruptive behavior:** Defiance, interfering with classes, or tampering with safety equipment, such as fire alarms
- **Creating/contributing to an unsafe environment:** encouraging physical aggression or fighting, taking videos or pictures of physical fighting or intimidation, taking advantage of others or exploitation
- **Repeated behaviours after conversation/warnings:** for example, if a student has been skipping class and this has been addressed with them by administration and the behaviour is repeated, this may result in an in-school or out-of-school suspension depending on the frequency

3. Expulsion:

- Principals may recommend expulsion for excessive, chronic or unsafe behaviours
- Expelled students may return to school the following year if they meet the conditions set during expulsion

4. Fair Notice:

- Parents will be informed if their child is involved in serious behavior incidents.
- We encourage open communication between parents and school staff to resolve issues collaboratively
- Rocky View Schools Responding to Behaviour Guidelines serves as fair notice that incidents of threat or harm to others will be immediately and actively investigated. Due to the seriousness of such incidents, the investigation will continue even if parents/guardians cannot immediately be contacted. Timely and continued effort will be made to contact parents/guardians.

By maintaining clear expectations and meaningful consequences, we help all students succeed in a safe and positive school environment.

FAQs

What time should my child arrive at school?

Doors to the school open to students at 8:05 am. It is very important that students arrive to school on time. Period 1 begins at 8:13 am.

8:05 ENTRY TO SCHOOL

8:10 Warning Bell

MONDAY – THURSDAY		FRIDAY	
1	8:13 - 9:12	1	8:13 - 9:05
2	9:12 - 10:06	2	9:05 - 9:49
3	10:06 - 11:00	3	9:49 - 10:33
4	11:00 - 11:54	4	10:33 - 11:17
Lunch	11:54 - 12:54	Lunch	11:17 - 11:37
5	12:55 - 1:49	5	11:37 - 12:21
6	1:49 - 2:43	6	12:21 - 1:05

Where do I find updates on my child's progress?

Parent Access Management provides parents with the ability to have their own individual parent account, including username and password. Your school's PowerSchool administrator may create your account or may have you create your own account using the appropriate access credentials. Once your account is created, you can manage your account information, link any and all students to your account (for whom you have parental and legal rights to), and set email and notifications preferences for each student linked to your account. If you've forgotten your account sign in information, you can retrieve them by using auto-recovery.

For information on how to sign in to your PowerSchool, reset your password, recover your password, recover your username, create account preferences, or sign out of PowerSchool, follow this [link](#).

How do I report my child's absence?

If your child won't be at school, please use Rocky View Schools' *SafeArrival* system to report the absence **in advance** via one of three convenient ways:

- SchoolMessenger Mobile App
- SafeArrival [website](#)
- Toll-free line at **1-833-244-5565**.

When you set up your account, use the same email/phone number tied to your PowerSchool account — this helps the school match the report correctly. If the absence isn't reported ahead of time, the system will attempt to contact you through automated phone, email, text, or app notifications until the reason for the absence is provided. Reporting in advance means no follow-up is needed, and everyone stays in the loop.

What do I do if I receive notification that my child is not at school?

Mistakes happen, and sometimes a teacher may incorrectly mark your child absent. We understand this may cause some concern. Please call the school at 403-273-1343. Our Office Team will communicate with your child's teacher to clarify where your child is. We are happy to help.



Where do I find information about transportation?

● Contact Transportation

Our web pages can help answer questions about [distance to bus stops](#), [rider eligibility](#), [registration](#) and much more! [Our FAQ](#) can also assist. If you need further information, please contact us:

- Phone: [403-945-4100](#)
- Transportation emergency line (for emergencies only): [403-945-4089](#)
- [Transportation Help](#): to place a service ticket.
- [Visit in-person](#)



What do I do if my child is struggling?

If your child is experiencing challenges—academically, socially, or emotionally—we want you to know you're not alone. We work together with families and students to make sure the right supports are in place.

Here's what that looks like:

- **Start with the primary team:** contact your child's teachers first. Together with you and your child, the teacher helps identify concerns and plan initial supports.
- **Collaborate with the wider school team:** this may include Learning Support Teachers, our Child Development Advisor, and School Administrators.
- **Access individualized specialized supports:** Upon referral, we work closely with the Rocky View Schools (RVS) divisional team of learning specialists, psychologist, counsellor, occupational therapist, physical therapist, speech-language pathologist, and our Family School Liaison.
- **Connect with community partners:** We partner with Alberta Health Services, local mental health services, RCMP, City of Chestermere, Synergy, and other community youth organizations when needed

Early communication makes the biggest difference. Please reach out to your child's teacher if you have any concerns so we can work together to support your child's success.

How do I book parent teacher conferences?

We believe that parent-teacher relationships are necessary for maximum school success. Throughout the year we will communicate with parents through telephone calls, emails, PowerSchool, the end of year report card and parent-teacher conferences.

We encourage you to contact your child's teachers at any time of the year if you have any concerns regarding your child's progress.

There are two rounds of three-way conferences throughout the school year; one in the fall and one in the spring. Booking your 10-minute conference is easy. Our Office Team will email families in the weeks approaching conferences with the appropriate information needed to book your conference.



How do I sign forms and make payments?

SchoolEngage is an online platform which allows parents/guardians to:

- Register a student who is brand new to Rocky View Schools
- Register new members of the family
- Register a previous student returning to RVS
- Register student(s) for transportation/busing
- Complete their students' Re-enrolment Verification and Annual Authorization forms online

For more information on SchoolEngage, follow this [link](#).

SchoolCash Online is used by Rocky View Schools to make school-related payments, such as field trips, spirit wear, course and activity fees. This secure system makes it easy to pay online with no need to send cash or cheques to school. Parents can create an account, link their children, and manage payments by visiting SchoolCash [here](#).