



School Handbook *L'agenda d'élève*

École Intermédiaire Central Middle School

5121 - 48 Avenue
Red Deer, Alberta T4N 6X3

Office: 403-346-4397
Fax: 403-342-3783
Attendance: 403-342-2450

Red Deer Public Schools: <http://rdpsd.ab.ca>
Central Middle School: <http://central.rdpsd.ab.ca>

Mission Statement

École Intermédiaire Middle School is striving for excellence by providing the best curriculum, instruction and learning opportunities in order to maximize the potential of all students.

Vision Statement

Building Our Future Today

The following are values, characteristics, and attributes we strive for in our community:

- **Equity:** Includes equality, fairness, balance, consistency, safety and the opportunity to have a voice
- **Safety:** Safety in our actions and environment
- **Acceptance:** A sense of belonging, openness, open doors, friends, freedom
- **Choice:** Of opportunities, interests, teachers, courses, options
- **Spirit:** Enthusiasm, comfort, humor
- **Integrity:** Trust, responsibility, focus, honesty
- **Achievement:** For each of us, for all of us

Principal: Mr. Darrin DeMale

Vice Principals: Mme Giselle Ruest and Mr. Gordon Strowbridge

Responsible Citizens Pursuing Life-Long Learning
Être Des Citoyens Responsables Apprenant Toute Leur Vie



Administration 2018-2019

Mr. Darrin DeMale, Principal Grade 8 Administrator
Email: darrin.demale@rdpsd.ab.ca

Mr. Gord Strowbridge, Vice Principal Grade 7 Administrator
Email: gord.strowbridge@rdpsd.ab.ca

Mme Giselle Ruest, Vice Principal Grade 6 Administrator
Email: giselle.ruest@rdpsd.ab.ca

For a complete staff list, please see the school website at <http://central.rdpsd.ab.ca/>

Welcome to École Intermédiaire Central Middle School

Bienvenue a l'École Intermédiaire Central Middle School

This handbook will help both students and parents understand the operation of École Intermédiaire Central Middle School. It includes basic policies and guidelines that are common to all Red Deer Public Schools and to Central Middle School in particular.

Our school philosophy is to provide students with quality education in an atmosphere that is conducive to learning. The school's efforts will be geared toward providing educational opportunities that will socially, physically and mentally enhance the student. We strive to meet individual needs which maximize the unique potential of each child.

École Intermédiaire Central Middle School's Staff cares about each student. We believe our values reflect those of society, and more specifically, those of our parents and our students. By establishing our value system, personal excellence may develop. Students are encouraged to strive for high academic standards and high levels of citizenship in our school.

On behalf of the École Intermédiaire Central Middle School Staff we want to extend our best wishes to all students for the 2018/2019 school year.

School Day/Journée d'école

Term		
	Day A Jour A	Day B Jour B
Block 1 8:15 – 9:03	1	1
Block 2 9:04 – 9:51	2	2
Block 3 9:56 – 10:42	Lit/Anglais ESL/FSL 3	Lit/Anglais ESL/FSL 3
Block 4 10:44 – 11:31	4	4
11:31 – 11:53	Gr. 6 Lunch Gr.7/8 Activity Time	Gr. 6 Lunch Gr.7/8 Activity Time
11:53 – 12:23	Gr. 7/8 Lunch Gr. 6 Activity Time	Gr. 7/8 Lunch Gr. 6 Activity Time
Block 5 12:26 – 1:12	5	5
Block 6 1:14 – 2:00	6	6
Block 7 2:02 – 2:48	7	7

Office Information Information Bureau

Office Hours: Monday – Thursday 7:45am – 3:30pm
Friday - 7:45am to 3:15pm

School Day for students: 8:15am – 2:48pm

Student doors open at 7:45am

After School Hours

Après l'école

Student safety is always a top priority for the staff of Central Middle School. We also recognize that “idle and unsupervised time” for students can result in some of our students becoming engaged in activities which may cause them personal harm.

It is expected that students will leave the school premises **immediately after school**, unless they are under the direct supervision of a teacher, or are watching a supervised activity in the gymnasium. Students will **not** be permitted to wait for a ride, for an extended period of time, as we do not have staff available to supervise. Students will be obliged to wait outside after 3:15pm.

Timetable/Horaire

Period Order/Ordre des Périodes

September	1234 567	February	6731 245
October	4536 712	March	1234 567
November	6731 245	April	4536 712
December	1234 567	May	6731 245
January	4536 712	June	1234 567

CHANGE OF PERSONAL INFORMATION, ADDRESS, and/or TELEPHONE NUMBER

Please inform the school in writing of any changes in names, guardianship or custody status, address, telephone numbers, or emergency contact telephone number as soon as possible.
IN AN EMERGENCY THIS INFORMATION IS VITAL!

Red Deer Public School District Goal and CMS School Goals

1. Literacy & Numeracy

Literacy and Numeracy refers to the ability of students to effectively and confidently work with words and numbers.

2. Equity

Equity is fairness for all students through: excellence in instruction, support for students and a reduction of barriers.

3. Student Success & Completion

School is about the successful journey students experience from early learning through all grades, to high school completion, and beyond.

School Council/Conseil d'école

We would like to invite parents to get involved with School Council. The Council meetings are held on Tuesday evenings at 7:00pm. The meetings are centered around the happenings in CMS, and provide parents with input into decisions that will impact students. Each meeting takes approximately 1 hour.

The dates for the 2018-19 School Council Meetings are:

- *September 18th*
- *October 16th*
- *November 27th*
- *January 15th*
- *February 12th*
- *March 19th*
- *April 16th*
- *May 14th*



Mark your calendars to join us at our first School Council meeting on Tuesday, September 18th at 7:00 pm.

Physical Education/Education physique

The school does not provide a physical education uniform for students. Each student will need to provide a T-shirt, pair of gym shorts and non-marking sole court shoes for physical education unless an alternate arrangement has been made with the teacher. All valuables (money, rings, chains, watches, wallets, etc.) are not to be taken to P.E. classes, as we will not be responsible for lost or stolen goods.

**** PUT THEM IN YOUR LOCKER!** OR **DO NOT BRING THEM TO SCHOOL!****

Locks and Lockers/Cadenas et casiers

Lockers will be assigned to students at the beginning of the year for the storage of books, school equipment and clothing. Please do not share your locker or store your belongings in another locker.

It is the responsibility of each student to keep lock combinations confidential and to keep lockers locked. The school cannot assume responsibility for lost or stolen articles. It is recommended that all items have the owner's name on them and that valuable items NOT be brought to school. Broken or damaged lockers should be reported to the main office.

The lockers are the property of the school and are subject to inspection by the administration of the school at any time. All items left in the Phys. Ed. change room are left at his/her own risk.

Students must supply a lock for their school locker as well as for their gym locker.

Snack Shack

The school operates a snack shack during the lunch hour. Items for purchase are baked chips, pretzels, cookies, granola bars, goldfish crackers, juice boxes and bottled water. Popcorn and smoothies are available on certain days. Microwaves are also available.

All food and drink must be consumed in the agora or classroom at all times.

Breakfast Program/Programme petit-déjeuner

The breakfast program is available to any student who feels the need for something to eat when he or she arrives at school in the morning. We strive to offer a balance of healthy breakfast items, such as: hard boiled eggs, yogurt, cheese, milk, juice, fruit, hot and cold cereals, and bread products



Parents, would you like to get involved in the school in a rewarding task, which you can easily fit around your own schedule?

Breakfast program volunteers prepare a healthy and tasty breakfast for our students each morning. The tasks are simple and the time commitment minimal – only about two hours per month. Duties include putting out food so the students can help themselves, and a small amount of tidying up.

We are in need of new parent workers starting in September. We require 20 or more volunteers who work with a partner from about 7:30am – 8:40am, one morning every second week.

Providing breakfast to our students will get your own day off to a great start! Contact the school for more information, 403-346-4397 or email Lori Hameister at lori.hameister@rdpsd.ab.ca

Attendance/Présence

Please call our attendance line which operates 24/7 at (403) 342-2450 or go to the CMS website <http://central.rdpsd.ab.ca/> and click on the Attendance Quicklink, if your child is going to be **absent** due to illness, vacation, medical appointments, etc. or **late** for any reason.

When arriving late, students must go to the office to sign in.

If leaving the school students must sign out at the office and have parent permission (parents need to inform the school).



Noon - Closed Campus Policy/Politique sur le campus fermé

At 11:30am the grade 6 students get their lunches and go to their Home Room classes to eat while the grade 7/8 students have activity time. At 12:00pm the grade 7/8 students come in for lunch while the grade 6 students have activity time. Classrooms have microwaves and cleaning supplies for cleaning desks after lunch. Slurpees, soft drinks or energy drinks are not allowed on school grounds before lunch.

All students are to go outside unless it is announced that due to weather conditions it will be an “inside day”.

Central Middle School has a **Closed Campus Policy**. Students are expected to stay at school unless verbal/written parent consent is given.

Students cannot leave the school grounds at lunch time unless they leave *with* a parent.

Telephones/Téléphones

Two telephones for student use are provided in the agora (outside the main office). It is not to be used during class time. Office telephones are not for general student use except in cases of illness or emergency and then only with the permission of the office staff. The office staff will only relay messages to students, which originate from parents/guardians.



Student Accident Insurance

Assurance-accident pour les étudiants

In response to parent requests, Red Deer Public Schools provides student accident insurance for all registered students at no cost to parents. For coverage information, please access the district website at <http://www.rdpsd.ab.ca/> Select Students and Parents and then Student Accident Insurance.

School Emergency Procedures

All schools within the RDPDS will be using the Hour Zero Program for Emergency Procedures.

The following descriptions will be used for the different situations that may occur during an emergency. The emergency protocols will be communicated to the staff and students through the school intercom system.

On Alert - Used to advise of a possible emergency. Early warning to communicate potential safety issues and provide opportunity to account for students.

Shelter in Place - A shelter in place is called when it is safer to be inside the building than outside. This is used to control the movement inside the school when there is no threat of violence.

Drop-Cover-Hold - A drop-cover-hold is called for structural damage or falling/flying debris incidents. This procedure is commonly used for earthquakes, tornadoes, explosions and roof collapses.

Lockdown - A lockdown is called if there is an intruder on school property, or there is a situation in which student safety may be compromised in some way. Students and staff will remain in classrooms, gathered in a safe location until the school administration announces the end of the lockdown.

Hold and Secure - A hold and secure procedure is called when there is a threat outside and/or not related to the school. During a hold and secure all exterior doors will be locked while the interior doors are in a normal state. No one will be allowed to enter or leave the building.

Emergency Evacuation - The evacuation procedure will be called when it is safer to be outside the building than inside the building. Students will vacate the building as per fire drill regulations. They will assemble in their homeroom classes, south of the building in the field or to the designated muster area.

Transportation/Transport



A transit application form is required by September 28/2018. To upgrade your pass to an unrestricted pass you need to pay \$94.00 with your application fee. Cheque is made payable to Red Deer Public School District.



Information on schedules, routes, times and lost items are available by calling Red Deer City Transit at 403-342-8225.



Students who live over 2.4 km from their designated school will be eligible to receive a restricted bus pass each month at no cost. Restricted passes can not be used on weekends.



Students who live less than 2.4 km from their designated school need to purchase a pass from City Hall.

Bus Rules/Règlements d'autobus

- Riding on a bus is a privilege not a right.
- In order for students to have a safe and pleasant ride on the bus, students must follow the Rules of Conduct. The bus is an extension of the classroom and school officials will deal with misconduct.
- Students may be suspended or expelled from riding the bus if they do not follow the Rules of Conduct.
- It is the primary responsibility of the driver to transport students safely to and from school. The drivers' attention must be on the road and traffic conditions and not on student behavior.
- Video cameras may be used on buses for discipline and safety purposes only.

Below are some of the students responsibilities:

1. Follow the directions of the driver.
2. Only quiet conversation is permitted.
3. Students who vandalize a bus will be held responsible for the cost of repairs and may lose their riding privileges.
4. Students are to remain seated while the bus is in motion and are not to extend any part of their body out of the windows.
5. No eating on the bus (including candy, pop, and gum).
6. Scuffling, fighting, harassment of other students, smoking, use of obscene language and throwing objects in and out of the bus are prohibited.
7. Conveyance, using or under the influence of alcohol or controlled substances prohibited.
8. The possession, use or transportation of potentially dangerous items are prohibited.

Bikes, Skateboards & Rollerblades

Vélos, planches à roulettes, patins à roues alignées

Bicycles should be parked in the bicycle rack immediately upon arrival at school. It is recommended that bicycles be locked to the bike rack as a precaution against theft.

Skateboards and roller blades are to be kept in lockers and may be used on school grounds until 8:15am, during lunch break and after school.

If using skateboards, scooters, rollerblades or bicycles, students are expected to wear a helmet on school property as well as going to and from school. If a student is caught without a helmet, his/her means of transportation will be secured at school until he/she has a helmet, or the item will be held until either the student has arranged to transport the item home or a parent has picked up the item.

Skateboarding is permitted in the area designated on the north side of the school at designated times (between the school and the school board office).

Dances/Danses

School dances are held on various occasions throughout the year and are open to those students currently registered and in good standing at Central Middle School. The school dress code is in effect for all dances.

No outside visitors are allowed.

Counsellor's Corner/Services de Conseillers

Counselling

Individual and/or group counselling is offered for personal, social, friendship or academic issues. Students are invited to work on individual goals as identified by them. Services are accessed by the student, parent/guardian, or teacher/administrator. Appointments may be made in person or by calling Karen Sveinson at 403-342-3777.

In being respectful to your child and in building trust, information shared will be confidential unless the situation includes risk to self or others, issues of abuse/neglect or involvement in criminal activity.

Benevolence Fund

The Student Benevolence Fund is available to financially assist students in need and is funded by the generosity of the School Council and private donors. If you think your child may benefit from this program please feel free to contact Mrs. Sveinson at 403-342-3777.

With the generosity of our school and community family we are able to offer Christmas Hampers to Our Families in need. If your family would benefit from a hamper please contact Mrs. Sveinson.

Anyone who would like to donate to the benevolence fund a tax receipt is available upon request.

Peer Conflict Mediation

This service is offered through referrals by students, teachers, administrators, parents or guardians. Participation is voluntary although a choice may be given between conflict mediation and discipline. It is facilitated by Mrs. Karen Sveinson (School Counsellor).



Settlement Support in Schools Program (C.A.R.E.)

Central Middle School has a visiting Settlement Worker to support newcomer students and their families, transition into the Red Deer school system and community. This program encourages family involvement in students' school life and strengthens the ability of newcomer students to cope with the changes and challenges they face.

For more information contact C.A.R.E. at 403-346-8818.

Central Middle School Grading & Reporting

Associated Grades and their meaning:

- **A = Outstanding level of performance** (Excellent achievement of grade level objectives)
Indicates that a student has done excellent work and has mastered the course objectives, consistently does excellent work with skill and thoroughness; and consistently has applied knowledge gained to new situations.
- **B = High level of performance** (Proficient achievement of grade level objectives)
Indicates that a student has done above average work, mastered almost all of the course objectives; and has applied knowledge gained to new situations.
- **C = Satisfactory level of performance** (Acceptable achievement of grade level objectives)
Indicates that a student has done average work and has mastered many of the objectives of the course.
- **D = Needs improvement in performance** (Minimal achievement of grade level objectives)
Indicates that a student has done below average work and has mastered few of the objectives of the course.
- **E = Unsatisfactory level of performance** (Experiencing serious difficulty with grade level objectives)
Indicates that a student's work fell below a level of acceptance for the course and was unsatisfactory.

Progress in key concepts and work habits is reported in terms of:

Excellent
Meeting Expectations
Not Meeting Expectations

Important Dates



Reporting Periods/Terms

Term Start	Term End
September 4, 2018	November 30, 2018
December 3, 2018	March 27, 2019
April 1, 2019	June 27, 2019

Parent/Teacher Interviews: Tuesday, November 6th from 5pm to 8pm
Wednesday, November 7 from 8:30am to 11:30am

Parent/Teacher Interviews: Wednesday, March 27th from 5pm to 8pm
Thursday, March 28th from 8:30am to 11:30am

Academic and Athletic Awards: Wednesday, June 26th

For a full calendar please go to our website at <http://central.rdpsd.ab.ca/Calendar.php>

Academic and Athletic Awards

Please visit CMS website at <http://central.rdpsd.ab.ca/>

Click on Students and Parents then you will find an Awards and Achievement link under Students.
Wednesday, June 26, 2019.

Student STARS Leadership Team/Équipe STARS

Students interested in leadership opportunities within the school are encouraged to join the STARS Leadership Team. This dynamic, energetic and amazing student group meet once a week at lunch to plan activities for students, fundraise or volunteer with chosen charities. The STARS Leadership team is a great opportunity to get involved in your school.



Library/La Bibliothèque

In addition to classes scheduled by teachers, the library is available for group or individual use. The library's facilities and resources are primarily available for research-based assignments, recreational reading, homework, and other appropriate learning focused activities. The library is equipped with French and English resources.



Students may have up to 4 library books on loan at a time. The normal loan period is two weeks. Students will be informed weekly about overdue materials. If materials are not returned after a reasonable length of time, a replacement cost invoice is issued. **Students with materials that are lost, or damaged beyond reasonable wear will be accountable for the replacement or repair cost.**

Central Middle School Website

<http://central.rdpsd.ab.ca>

Central Middle School maintains an active website to keep parents and students informed of the happenings around our school. Please bookmark our site and use it often to keep up-to-date. You will find:

- PowerSchool access - gives you access to detailed information about the assessments your child receives. Check the website for directions on how to set up a **Parent PowerSchool account**
- A yearly calendar complete with up-coming events
- The CMS monthly Newsletter
- French Immersion information
- Feature stories of CMS students and events
- Daily Announcements



PowerSchool allows parents to monitor students' grades and attendance on an ongoing basis. To enter PowerSchool, parents and students need to use the student's assigned computer Username and Password.

Parents, if you require your child's username and password please contact the school.

Email/Courriel

Students may have access to a RDPSD email account if the school has received a Student Technology Expected Use Agreement form which has been signed by a parent.

Computers/Ordinateurs

Students demonstrate ethical and responsible use of technology by:

- keeping their District login ID's and passwords confidential
- protecting their own personal devices with passwords
- ensuring the security and safety of their own electronic devices
- ensuring the security and safety of school - owned electronic device
- using & managing devices in a lawful manner
- managing the content contained on their own personal electronic devices
- ensuring that they access acceptable materials for educational purposes
- respecting and abiding copyright laws (text, photos, music, video, etc.); and ensuring that their personal device does not disrupt the learning of others
- maintaining their own device effectively; e.g., such as having it fully charged & functional



Internet Use/L'utilisation de l'internet

Students should be aware that the use of the internet to damage another student's reputation, to threaten or harass, is illegal and contrary to the school policy. This includes internet use at home when it is referring to other students within the school district.

MISUSES THAT DISRUPT LEARNING AND/OR CONTRAVENES SCHOOL OR DISTRICT POLICY INCLUDE BUT ARE NOT LIMITED TO:

- using audio and/or video devices to record others without permission
- using audio and/or video devices in inappropriate settings such as locker rooms and washrooms
- using an electronic device to intimidate, threaten and/or slander others; e.g., cyber-bullying)
- sharing district ID's and passwords
- using devices during instructional time for non-instructional purposes such as making personal phone calls, text messaging or social networking
- using devices to cheat; e.g., assignments, tests, etc.
- downloading, viewing and/or sharing inappropriate and/or offensive content
- trying to bypass district security filtering system
- posting /sending of pictures, videos or audio recordings taken at school on any social media or personal sites.



Hand Held Devices/Cell Phones

Appareils portatifs/Téléphone portable

Students are allowed to have hand held devices with them at all times, but can only use them in class at the teacher's discretion. They can also be used before school, at lunch, or after school. Texting, facebooking and snapchatting during class time are grounds for taking your phone for a day or more.

Students needing to make urgent calls may use the student phone in the office, or on their own phones during class breaks. If parents or others need to contact students because of an emergency, they are welcome to call the school, and their child will be contacted.

Consequences for students:

1st Offence: The teacher will confiscate the hand held device. Students will then need to pick up their device from the office at the end of the day.

2nd Offence: The teacher will confiscate the hand held device. The student's parent or guardian will then have to call the office before the device is returned to the student.

3rd and Following Offences: We will view the third offence as defiance. The parent must pick up the device from the office.

*Continued discipline issues surrounding unacceptable device use will result in the loss of privilege in accordance to District Acceptable Use Agreement.

Student Code of Conduct

In accordance with the provisions of the School Act and School Board Policy, students in the Red Deer Public Schools are expected to:

- Demonstrate their commitment to maintaining a safe and caring school.
- Demonstrate desirable personal characteristics such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals.
- Be diligent in pursuing their studies.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to their teachers for their conduct.
- Respect the rights of others.

In so doing, students are expected to promote and maintain a climate that is free of:

- Cheating
- Harassment
- Illegal substances
- Intimidation
- Lying
- Obscene or profane language
- Prejudicial behaviour
- Theft
- Violence
- Weapons

Student conduct that violates the expectations listed above, or that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the Code of Conduct, warranting appropriate forms of intervention that may include suspension or expulsion from a particular school, instructional program, school activity or transportation service.

Student Dress Code/Code vestimentaire des élèves

Why a dress code? At CMS we believe a dress code assists with creating a safe learning environment. A dress code encourages focus in the classroom. In addition, fashion choices make a personal statement about values. We ask our students to be mindful of the values they are presenting through their appearance. This dress code applies to ALL school-sponsored events, including sports, field trips, dances, and on-site events.

DO'S

- Footwear must be worn.
- Undergarments should not be visible.
- Shirts must cover appropriately (no low-cut necklines).



DON'T

- Wear clothing with negative language, symbols, or inappropriate content such as alcohol, marijuana leaves, inappropriate cartoon characters, innuendos or obscene gestures.
- Wear revealing clothing.
- Have undergarments visible (including straps).
- Wear shirts with a low cut or plunging neckline.
- Wear any headgear including hats, toques, bandanas, hoodies pulled over the head. These should be removed upon entering the building. (Cultural headwear such as hijabs are allowed)
- Wear outdoor jackets in class.

Students in violation of the above will be asked to change or arrange to have other clothing brought to school. We recognize and respect the wide variance in taste and acceptability that is part of our society outside of the school, but within the school we feel that it is our responsibility to balance individual freedom with the influences this may have on others in the school.

Upon entering the school, students must remove all headwear. Hats and jackets are to be left in lockers during instructional times. Hats worn to classes will be stored in the office and returned at the end of the day (or longer in the case of repeats). Students will face consequences for repeat offences. **A good rule of thumb regarding clothing is if you are not sure whether it would meet dress regulations please do not wear it.**

Cold Weather: All students must have proper clothing for going outdoors in cold weather. We go out at activity time and there are many excursions during the day that require warm clothes.

Absolute No-No's/Choses des interdites

It is of critical importance that students not bring articles to school that may pose a safety risk or be offensive. **The following is a list of a few items classified as contraband:**

- weapons (including all kinds of knives) • laser pointers • matches • lighters • energy drinks • toy guns • tobacco products • illicit drugs/alcohol

Students must not bring these or similar items to school under any circumstances. If these items arrive at school, they will be confiscated, and consequences will be given.

Possession of contraband items may result in suspension from school with a recommendation for expulsion.

Students who **vape, smoke or chew tobacco** in the school or on the school grounds may be subject to a school suspension. Students who have **drugs or alcohol** in their possession or who are under the influence of drugs or alcohol in school or at a school related activity will be **suspended**. In all cases, the **grade administrator will notify parents**.