



**School Handbook  
L'agenda d'élève**

**École Intermédiaire  
Central Middle School**

5121 - 48 Avenue  
Red Deer, Alberta T4N 6X3

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

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

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## School Information

### Mission Statement

École Intermédiaire Central 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

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

We are respectful, responsible, and resilient. We are respectful of ourselves, others, and the building. We are accountable for our words and actions. We approach each day's challenges with a positive attitude and growth mindset.



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



## Administration

**Ms. Amanda Wilson**, Principal                      Grade 6 Administrator  
Email: [amanda.wilson@rdpsd.ab.ca](mailto:amanda.wilson@rdpsd.ab.ca)

**Mr. Dan Henry**, Vice Principal                      Grade 7 Administrator  
Email: [dan.henry@rdpsd.ab.ca](mailto:dan.henry@rdpsd.ab.ca)

**Mr. Jeff Archer**, Vice Principal                      Grade 8 Administrator  
Email: [jeff.archer@rdpsd.ab.ca](mailto:jeff.archer@rdpsd.ab.ca)

**For a complete staff list, please see the [Staff Directory](#) on the school website.**

## Welcome to 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 2024/2025 school year!

## Bell Times

Term		
	Day 1	Day 2
Block 1 8:15-9:02	1	1
Block 2 9:04-9:51	2	2
Block 3 9:51-10:41	Intervention/ Literacy / Anglais 3	Intervention/ Literacy / Anglais 3
Block 4 10:43-11:30	4	4
Block 5 11:32-12:19	5	5
12:19-12:49	Recess	Recess
12:49-1:09	Lunch	Lunch
Block 6 1:12-1:59	6	6
Block 7 2:01-2:48	7	7

**Office Information**

**Office Hours:**  
**Monday-Thursday** 8:00am-3:30pm  
**Friday** 8:00am-3:15pm

**School Day for Students:**  
8:15am-2:48pm

**Student Doors Open:** 7:45 am

**After School Hours**  
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.

Students should leave our school by 3:15 pm unless 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 inside the school 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.

## Important Dates

The [full calendar](#) can be found on the school website.

## Change of personal information, address, and/or telephone number



It is vital that we have up to date information for your student. Any changes can be made by signing into your **Parent PowerSchool Account** (on a laptop or a personal computer) and updating the **RSVP** digitally. \*Please note: This cannot be done from a cell phone\*

## **Student Code of Conduct**

In accordance with the provisions of the Education 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
- Selling items for cash at school
- Intimidation or threats
- Lying
- Obscene or profane language
- Prejudicial behaviour
- Theft
- Violence or aggression
- 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.

## Anti-Discrimination, Equity and Inclusion Policy

Central Middle School is one of the most diverse public schools in Red Deer. We believe in an inclusive school culture and environment that welcomes all students, regardless of their background (ie. place of birth, culture, religious beliefs, sexual orientation, gender expression, lived experience, etc.). This applies to all students, as well as staff. Our school is committed to maintaining a safe learning environment where all students and staff are free from discrimination. There is a **zero tolerance** expectation for acts or language that includes the following:

- Sexist acts or comments
- Targeted bullying ([Board Policy 20](#))
- Discriminatory acts or comments regarding physical or mental disabilities
- Anti-transgendered acts or comments
- Homophobic (anti-2SLGBTQ+) acts or comments ([Board Policy 19](#))
- Racialized comments (slurs)
- Racist comments (derogatory statements about another culture or ethnicity)

We ask that students and staff report any and all acts of discrimination to school administration. Discriminatory acts will be referred to administration and consequences will be levied. These could include, but are not limited to, in-school and out-of-school suspensions.

## Banned Items

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 banned or not allowed:**

- weapons (including any type of knife / trainer knife / toy knives)
- tobacco products including vapes
- “slime”
- illicit drugs / alcohol
- laser pointers
- matches
- lighters
- energy drinks
- slurpees, pop (except in special circumstances if pre-approved by a teacher supervisor)
- toy weapons

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 will result in confiscation and may result in suspension and/or expulsion.

Students who vape, smoke or chew tobacco in the school or on the school grounds are 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. Additionally, there may be an associated fine levied by a Red Deer City Bylaw officer.

Students who participate in a fight will receive a minimum of a 3-Day Out of School Suspension. Our number one priority at school is to keep all of our students and staff safe. Aggression and violence is not conducive to learning or safety.

There is also a zero-tolerance policy for uttering threats. Uttering words of aggression or threatening the safety of another student will be dealt with by school administration.

## **Bikes, Skateboards, Rollerblades and Scooters**

Bicycles should be parked in the bicycle rack immediately upon arrival at school. Bicycles must be locked to the bike rack as a precaution against theft.

Skateboards and rollerblades are to be kept in lockers and may be used on school grounds until 8:10am, during lunch break and after school. Items that cannot fit in a locker should remain at home as the school does not have a secure storage space for these items. 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, their means of transportation will be secured at school until they have 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.

Students must bring a strong bike lock so they can safely store their bike outside at the racks. Once again, the school is not responsible for the loss of stolen property.

Skateboarding is permitted in the area designated on the west side of the school at designated times.

## **Dress Code**

The dress code at Central Middle School is meant to reflect that this is a place of learning, and it is intended to be gender-neutral. We recognize and respect students' rights to express themselves in the way they dress, but expect that students respect the school community by dressing appropriately for a K-12 educational environment. A good rule of thumb regarding clothing is if you are not sure whether it would meet dress regulations please do not wear it.

*Decisions on when the dress code has been violated is the sole discretion of the Central Middle School Administration.* Students in violation of the following will be asked to change/cover up or arrange to have other clothing brought to school.

- Hats can be worn
- No bandanas
- All undergarments (such as boxer shorts) should not be visible; pants too low
- Shirts, shorts and pants must cover the body appropriately
- No pajamas or onesies
- No clothing with negative language, symbols, or inappropriate content such as alcohol, marijuana leaves, inappropriate cartoon characters, innuendos or obscene gestures.
- Painting/coloring faces, arms or legs is not permitted.
- No heelys or shoes in the gym or hallways that will damage the floor
- Footwear must be worn

***Specialized courses (ie. Phys. Ed., option courses) may require specialized attire such as sports uniforms or safety gear. Students who do not comply with these requirements may not be allowed to participate in certain activities.***

**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.

This dress code applies to ALL school-sponsored events, including sports, field trips, dances, and on-site events.

## **Hall Passes**

Students are expected to be in supervised areas throughout the school day. As such, students will require hall passes during class time to ensure student safety. Each classroom contains a washroom pass and a hall pass and students will be required permission to leave class, as well as signing out of class to do so. Violation of inhabiting hallways without hall pass lanyards may result in conversations with administration, loss of lunch recess privileges, in/out-of-school suspensions.

## **Student and Parent Information**

### **Attendance**

Please call our attendance line which operates 24/7 at (403) 342-2450 or send an email directly to: [cmsattendance@rdpsd.ab.ca](mailto:cmsattendance@rdpsd.ab.ca).

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 by phone (403-346-4397) prior to your student leaving the building.

### **Awards**

Awards at Central Middle School will be presented in June. In all three grades, students may be recognized for the following: honours (an average of 80% and up across core classes), band (top performer, most improved), all-around student (1 per home room; which student has demonstrated the most success in academics, citizenship, attitude and kindness in your class this year), EAL and Athletics.

### **Breakfast Program**

The breakfast program is available to any student who is hungry when they arrive at school in the morning. We strive to offer a balance of healthy breakfast items for all students.

Breakfast program volunteers prepare a healthy breakfast for our students each morning. The tasks are simple and the time commitment minimal. Duties include making toast, serving food, and a small amount of tidying up.

We are in need of 20 or more parent volunteers, starting in October, who will work with a partner from about 7:30am – 8:30am, on a rotating schedule.

Please call the school for more information at 403-346-4397, or [CLICK HERE](#) to email us.

## **Closed Campus Policy**

At 12:19 pm, students go outside for activity time. At 12:49 pm, they return to their lunchroom to eat lunch. Classrooms have microwaves and cleaning supplies for cleaning desks after lunch. All students are to go outside unless it is announced that due to weather conditions it will be an “inside day”. École Intermédiaire Central Middle School has a **Closed Campus Policy**. **This includes not leaving school grounds to go to 7/11**. Students are expected to stay at school unless verbal/written parent consent is given to office administration.

## **Family School Liaison Counsellor**

We are fortunate to have a full-time Family School Liaison Counsellor (FSLC) employed at Central. Ms. Kara Crosbie supports families and students in need, including those who access initiatives like the backpack program.

## **Counselling**

Ms. Diletzoy is the counsellor at CMS. She has many years of experience as a school counsellor. Individual and/or group counselling is offered for personal, social and friendship issues. Students are invited to work on individual goals as identified by them. Services are accessed by the student, parent/guardian, or teacher/administrator.

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.

**\*\*Students or parents can request an appointment with the Counsellor or FSLC [here](#).**

### **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 our School Counsellor.

## **Donations to the School**

Every year, we are fortunate to have donations come in to support our school. If you are interested in contributing to our school, please contact the office at 403-346-4397. Donations over \$100 are eligible for a tax receipt.

## **Grading and Reporting**

Individual Assignment Marks will be reported in percentages.

Overall Grades will be reported as percentages and will reflect a cumulative mark to date for the subject, with the final mark reflecting an overall grade for the subject.

Progress in key concepts is reported in terms of:

- SE - Standard of Excellence (80%-100%)

- AS - Acceptable Standard (50%-80%)
- BAS - Below Acceptable Standard (0%-50%)

## Locks and Lockers

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. For safety reasons, backpacks will be expected to remain in lockers. **Central Middle School supplies all locks for students' primary lockers; it is recommended each student bring their own combination lock for use in the gym change rooms.** 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. The lockers are the property of the school and are subject to inspection by the administration of the school at any time.

The fee for lockers and locks is \$5.00 per year.

## Library Learning Commons

In addition to classes scheduled by teachers, the library learning commons is available for group or individual use. The library is equipped with French and English resources.

Students may have up to 2 library books on loan at a time. The normal loan period is two weeks. ***Students with materials that are lost, or damaged beyond reasonable wear will be accountable for the replacement or repair cost.***

## Recess

All students go outside for recess from 12:19-12:49. Students are not allowed inside the school unless they are in a club, intramurals or otherwise supervised.

When the temperature drops below -20 Degrees Celsius, students will be asked to stay inside. This can also include periods of inclement weather like thunderstorms or smoky conditions. The following areas may be available:

- The Agora
- The Library
- The Library Computer Lab
- The Gym
- The Hallway

Students cannot be in their homeroom during an indoor recess, but they will eat lunch there.

## Scent Sensitive Environment

Central Middle School is a scent sensitive environment. We have several students and staff

members who suffer from allergies and sensitivity to scents to the extent of having needed medical intervention. Please refrain from wearing scented products such as perfumes, colognes, etc. to school. The RDPSD scent sensitive best practice information can be found [here](#).

## **School Telephones**

A student phone is provided in the agora (outside the main office) for local calls. The phone 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.

## **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. Students can access the snack shack during the second half of lunch.

## **Student Accident Insurance**

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.

## **Valuables**

Any personal valuables (including but not limited to: cell phones, money, rings, chains, watches, wallets, headphones, buds etc.). These items are brought to school at the risk of the owner. Central Middle School is not responsible for any lost, damaged, or stolen goods.

# **Technology**

## **Cell Phones and Handheld Devices**

Based on [Ministerial Order #14](#) enacted by the Alberta Government for the 2024/25 school year, students are not permitted to have any personal electronic devices in classrooms during instructional time. The order applies to, but is not limited to: cell phones, personal gaming devices, smart watches, and bluetooth capable headphones/earbuds.

Students are only allowed to have handheld electronic devices with them before school, during lunch and activity time, and after school. Students are prohibited from having their devices on them during instructional time.

- Students needing to make urgent calls may use the student phone beside our office.

- If parents or others need to contact students because of an emergency, they will need to call the school office, and their child will be contacted and brought out of class as required.

If a handheld device is confiscated by a staff member, the following consequences will occur:

**1st Offence:** A staff member will confiscate the device and bring it to the main office, or keep it secure in their classroom. Parents will be notified by the staff who confiscated the device. Students will be able to pick up the device at the end of the class period in which it was confiscated. The student must then put their device into their locker.

**2nd Offence:** A staff member will confiscate the device and bring it to the main office, and inform the grade level administrator. The student's parents or guardian will be contacted by the staff member who confiscated the device and the student will have the device returned to the student at the end of the day from the main office. Parents or guardians will be informed that subsequent offenses will require parent pick up.

**3rd Offence:** A staff member will confiscate the device and bring it to the main office. Parents or guardians will be notified by their child's grade administrator and are required to pick up the device in person at the school office.

**Subsequent Offences:** All subsequent offences will be viewed as defiance. This will be dealt with within the regular cycle of discipline and may include loss of privileges, suspension or other consequences as determined by the grade administrator or principal. Parents will be required to pick up the device on the 3rd and subsequent offences.

**Refusal by the student to relinquish their device to an adult will be treated as defiance and dealt with by an administrator accordingly.**

## Chromebooks & Computers

We are fortunate enough at Central Middle to have sufficient chromebooks to allow for the use of technology when required for learning.

Students demonstrate ethical and responsible use of technology by:

- keeping their District login IDs 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

## Email

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. This email belongs to RDPDS and should not be used for personal use.

## Internet Use

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 of technology that disrupt learning and/or contravenes school or district policy include but are not limited to:**

- using phones, audio and/or video devices to record others without permission
- using phones, 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 IDs 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
- 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.

## Transportation

- The district has a site with all of the information regarding transportation: [LINK](#). Access to this form is through the Parent PowerSchool portal.
- Information on schedules, routes, times and lost items are available by calling Red Deer City Transit at 403-342-8225.
- **Grade 6 Students who live more than 1.0 km** from their designated school will be eligible to receive a restricted bus pass each month at no cost. **Grade 7&8 students who live more than 2.0 km** from their designated school will be eligible to receive an unrestricted bus pass each month at no cost.

## Bus Rules

- Riding on a bus is a privilege, not a right. If there are issues on the bus, please contact Mr. Henry.
- 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 are used on buses for discipline and safety purposes only. These can only be accessed through cooperation between RDT and Central Middle administration and cannot be shared.

**Below are some of the student's 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.

## **School Emergency Procedures**

All schools within the RDPSD 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** - Is called when we need to clear the hallways. Regular classroom activities continue, but students cannot leave the room. These might include a medical emergency or a behavioural incident in the school. This could also include the need to seal windows and doors in the case of an outside environmental threat.

**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 is called when it is safer to be inside the building than outside. People are not allowed in or out of the school during a hold and secure. Movement within the school and regular instruction can continue.

**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.

## Parent Involvement

### School Council

We would like to invite parents to get involved with the School Council. The Council meetings are held once a month and usually take about 1 hour. The meetings are centered around the happenings in CMS, and provide parents with input into decisions that will impact students.

## Physical Education, Athletics and Extracurricular Activities

### Athletics

Every year, we offer four mainstream sports that students can try out for. These include (in this order) volleyball, basketball, badminton and handball.

Volleyball: Junior & Senior Teams

Basketball: Senior & City Teams

Badminton: By Grade Level

Handball: Open to all grades

### Clubs

We offer many different clubs after school and at lunch. Please see this link to see what is available. If students would like to request a club, they can ask an adult who would be willing to supervise.

### Dances

School dances are held on various occasions throughout the year and are open to those students currently registered and in good standing at École Intermédiaire Central Middle School. The school dress code and all other school rules are in effect for all dances. If a student is absent on the day of the dance, they will not be permitted to attend. If you leave the school, you will not be permitted back into the dance. **No outside visitors are allowed.** Please do not bring any outside food or beverages. The Snack Shack is open during the

dance.

## Physical Education

Each student is required to attend PE classes all year; it is a core level course.

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 (cell phones, 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.

It is recommended that all students bring a lock if they are storing items in the gym change room.

Students are expected to adhere to the school's code of conduct when using the gym change rooms. The expectations will be reiterated to students each term. Any student who is unable to use the change room respectfully and responsibly will be required to change individually in the office bathroom.

## [Website, PowerSchool, and Social Media](#)

École Intermédiaire 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



[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.

You can also follow us on:



cmscyclones



EcoleCentralMiddleSchool