

GREYSTONE CENTENNIAL
MIDDLE SCHOOL
Student Handbook
2015-2016



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www.psd70.ab.ca/schools/greystone

Principal: Darla Senkow

This agenda belongs to:

Student: _____

Address: _____

Grade/ LC _____ **Phone:** _____

Email: _____



Our Mission

Our purpose is to prepare, engage and inspire our students to be their best in a quickly changing global community.

Our Vision

Parkland School Division is a place where exploration, creativity, and imagination make learning exciting and where all learners aspire to reach their dreams.

Our Priorities

Engaging our Students

Engaging our Staff

Engaging our Community

Stewardship of our Resources

Middle School Provides:

- A friendly, inviting and academically challenging school environment.
- Abundant opportunities to build positive relationships between and among students and staff.
- Small communities of learners where groups know each other well, and where learning experiences are interrelated and meaningful.
- A caring adult advisor or mentor who knows and is concerned about each student's academic progress and adjustment to school and life.
- An enthusiastic staff that provides programs designed to help students reach their potential.
- An environment that capitalizes on the curiosity and creativity of students.
- Flexible grouping of students to provide the best learning environment for students of varying abilities, interests and rates of learning.
- Opportunities for participation in sports and interest-centered activities.
- Extensive opportunities for students to explore, experiment, and discover.
- A positive discipline program that guides students in becoming responsible for their own behavior.
- Social experiences appropriate for the age level.
- Partnership with families and community.
- A culture that celebrates human diversity and promotes tolerance among students and adults from diverse backgrounds.

(Association for Middle Level Education)

School Hours and Schedule:

The school office is open from 8:00 am to 4:00 pm. Students who arrive early should remain in boot rooms until invited in by a supervisor at 8:10 am.

Bell Times

8:30 a.m. Welcome bell

8:35 a.m. O'Canada, Announcements, and Attendance

8:40 a.m. Instruction begins

10:26 – 10:44 a.m. Nutrition Break

12:30 – 1:15 p.m. Lunch Hour

1:15 p.m. Welcome Bell

1:20 p.m. Afternoon bell/Attendance

1:24 p.m. Instruction begins

3:10 p.m. Dismissal

Breakfast to Go

"Breakfast to Go" will be available on Monday, Tuesday and Thursdays, in each pod. If you skipped breakfast, just need a little extra or are growing too fast, please come and help yourself.

Lunch Routine

Students are provided an assigned supervised place for eating lunch followed by recreation time. All LC5 – LC8 students are expected to remain on school grounds unless arrangements to walk home for lunch have been communicated from home in the form of written parental permission. All students are expected to be prepared for classes prior to the afternoon bell.

Hot Lunch / Canteen

We are committed to offering more nutritious choices to students purchasing food and beverages on campus. Our school canteen is open before school and during nutrition break to provide students an opportunity to purchase healthy snacks or lunches.

Parent volunteers organize an Online Hot Lunch Program, available to students 2 or more times per month. To register an online account for your Greystone Student and pre-order lunches, go to the Hot Lunch website at: www.greystone.hotlunches.net

Forgotten Lunch

A volunteer from School Council makes healthy sandwiches; this and a fruit cup are provided to any student that has forgotten their lunch. This program is funded by the Friends of Greystone Society.(FOGS)

Closed Campus / Visitors

Greystone Centennial Middle School is a closed campus. We ask all visitors to the school to report to and sign in at the office. For the safety of our students and staff during school hours, we lock all doors to the school, with the exception of the main doors by the office.

Absences or Lates

Parents are asked to always notify the office when your child is absent or will be late, even when buses are not running due to snow days. Our voicemail is on after hours, so you may leave a message at any time, indicating your student's name, grade, date of absence and reason. If your child is absent with no parent message or information, a follow-up call is made from the school. Students are expected to attend regularly and punctually. Parents will be contacted should attendance or lates become an issue.

Thank you for arranging for sick students to recover at home where they are more comfortable.

Home--School Communication

In order to give you a full picture of student progress and growth, we strive to provide frequent home-school communication via agendas, Remind using text messaging, e-mails, newsletter, website updates, blogs, Facebook pages, phone calls, portfolios, and student-led conferences.

The teacher is your primary contact and is responsible for keeping you informed of your student's progress throughout the year. Please contact your child's teacher by e-mail if you have any questions or concerns.

School Website

For up to date school calendars, news and student learning highlights, check our school website:

www.psd70.ab.ca/schools/Greystone

Inferno Newsletter

Our school newsletter is published at the beginning of each month and is available to parents via e-mail or online at our website.

Emergency Contact to Home

Please ensure that the school has current telephone and emergency contact numbers. In the unlikely event that your child is believed to have a serious injury, you will be contacted as soon as possible. If the injury is deemed to be serious and you cannot be reached, your child will be taken to the local Hospital in Stony Plain.

Administering Medications

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. Whenever possible, medication needs to be given at home. If it is necessary for school staff to assist parents in the administration of medications to students, parents are required to have completed the appropriate paperwork (*Request for Assistance to Administer Medication Form*) which includes written instructions and signatures of the parent and physician. Forms are also available through the school office. If you have any questions regarding the distribution of medication to students please speak with your school Principal.

NOTE: Non-prescription drugs are not to be brought to school.

Technology & Internet Use

All Parkland School Division schools have instituted a *Responsible Use of Technology Agreement*. A copy of the agreement must be signed by each student in order to access computer technology in the school. In the event that there is a breach in the agreement (i.e. downloading software/files, viewing/searching for inappropriate material, or any other misuse/vandalism of the technologies) students may lose access privileges to computers/internet at the discretion of the school administration.

Our school welcomes the use of personal technology devices to enhance learning and home/school communication. If the use of an

electronic device in class is distracting from student learning, the student will lose this privilege. We continue to work with our students to help them learn how to use technology in meaningful, responsible ways.

Academics and Programs

Inquiry and Critical Thinking

Our school has partnered with the Galileo Educational Network (<http://www.galileo.org>) in order to create learning opportunities for students that are authentic, connected to the real world and require students to think deeply about what they are learning. Students are expected to use their creative critical thinking and problem solving skills to analyze, synthesize and apply their learning to new situations. Fostering these habits of mind among our students will assist them in achieving success in the 21st Century.

Teacher Teaming and Looping

Greystone Centennial Middle School staff members work closely together (in Professional Learning Communities) to address the student needs at their grade level. Decades of research supports the practice of looping – where teachers and students stay together more than one year. Our school has established 2 loops: LC5-6 (grades 5-6) and LC7-8 (grades 7-8). Looping offers the students and staff an opportunity to build strong, meaningful relationships and to explore curriculum in a more in-depth manner. Teachers and students will “uncover” the curriculum together – finding connections between subjects and experiencing more relevant, engaging and meaningful teaching and learning.

Off-Site Learning

Frequently, throughout the year, the learning will take place away from the school. We do our best to ensure that we have communicated with to our families our plans to take students off-site to places not within short walking distance from the school.

According to Parkland School Division Administrative Procedure 33 - Written Parental Permission:

3.3.2 May not be required, at the discretion of the Principal, for trips such as walking trips in the neighborhood of the school, or for curricular lessons at local spots; health, cultural, educational or municipal facilities that require brief transportation.

French as a Second Language Initiative

Along with our Spruce Grove colleagues we are pleased to offer second language instruction as an option for Grade 7 to 9.

Physical Education, Health and Wellness

Students have the opportunity to participate in Daily Physical Activity in addition to our excellent Physical Education program, along with a variety of sports and extra-curricular school activities.

Extra-Curricular Programs

Greystone supports extra-curricular activities for students. Extra-curricular coordination and supervision is done on a voluntary basis and in every case there must be a staff sponsor involved. Activities are available subject to: adequate supervision (including the use of trained volunteers) and adequate student interest. Where expenses are incurred, all activities operate on a cost-recovery basis.

Band Program

We are very excited to offer our students from Grade 6-9 the opportunity to participate in a full year concert band program being led by Mr. Ryan Laslop, Director of Bands at Spruce Grove Composite High School.

Textbooks and other Materials

All textbooks are provided to students by the school under an Instructional Materials Fee assessed annually by the Parkland School Division No. 70. Students are responsible for their assigned textbooks. It is expected that students will return the texts in the condition in which they were loaned. Lost or damaged textbooks will be assessed at the cost of replacement and charged to the student.

Community Partnerships and School Program Supports

Our staff recognizes and embraces the importance of not only developing the academic learner ~ the intellectually engaged mind ~ but also the importance of creating an environment where a healthy mind, body and soul are enriched through a variety of meaningful supports groups, programs and mentorship opportunities for our students. Please contact the school office if you would like more information on any of our programs or are interested in having your child participate in one of the programs. Greystone offers the following support programs to our students:

Health and Wellness Group

Programs In partnership with Family Community Support Service. The overall focus for these programs will be on personal decision making and developing self-identity. These programs will also build positive relationships, self and leadership.

Resiliency Group

In partnership with the U of A, we provide small group support to reduce anxiety and worry in adolescents. This program is designed to help build self-confidence, self-competences and teach practical skills to control or reduce anxiety.

Social Thinking Group

In a small group, students learn how their social minds work, how their behaviors affect the way others perceive them and how everyone has different thoughts and feelings. They also learn healthy strategies to deal with conflict

Buddy Group

Staff provides structured activities that give students the opportunity to meet new friends and to engage in positive social interactions.

Girls and Boys Groups

Through our partnership with FCSS, we provide small group support to focus on building positive relationships, self-esteem, and address other topics that young adolescent students face today through a variety of activities and conversations. We

have seen great benefits in having a small group of students closely connected to an adult role model where they can hang out and have some fun in a structured and supportive setting.

D.A.R.E.

Learning Community 6 students are provided with information and awareness of substance abuse by participating in the D.A.R.E Program--focusing on drug abuse resistance education facilitated by the Spruce Grove RCMP.

Big Brothers and Sisters / Mentorship

One-on-one mentorship matches can be arranged for students who would benefit from a positive role model visiting our school once a week. In addition, grade 9 students have the opportunity to join a Mentorship Program working with a younger student in one of our early years schools

Heroes Program

The City of Spruce Grove, FCSS and the Impact Society offer the HEROES program to all of the Middle schools in Spruce Grove and surrounding area. Learning Community 7 Students benefit from this 12-week program each year as facilitators join our classes to focus on self-esteem, choices, character building and relationships, while celebrating and building upon the unique gifts and strengths of each individual.

Lunch Intramurals

Local Young Life volunteers support our Breakfast Program by supplying hot chocolate to our students on Monday mornings as well as supporting a lunch time intramural group for students to get involved in.

Rainbows

In partnership with Alberta parenting for the future, Rainbows is a peer support program for children who have experienced a significant loss in their family due to separation or divorce of parents, the death of someone close to them or some other painful loss.

Social Skills Groups

Students have the opportunity to connect with peers in a structured environment and continue to develop and build upon healthy relationships through a variety of social stories, problem solving activities, goals setting and cooperative games.

Additional Student Information

Lockers

Locks and lockers are the property of the school. Students will be assigned a school locker and a lock upon signing the Parkland School Division Locker License Agreement. The cost for rental is covered under the school fees. Students are reminded to keep their combinations private.

Personal Belongings and Valuables

The school is not responsible for items lost, stolen or damaged while on school property. Most students make the wise choice to leave valuable personal items at home.

Bicycles, Skateboards, Rollerblades

Bicycles should always be locked in the racks provided outside the school. Students are expected to wear helmets. By provincial law, bike helmets are mandatory. Scooters, skateboards and rollerblades may not be used inside the school, and are permitted in the designated areas only.

Student Telephone Use

A courtesy phone is available at the office for student use. Classroom telephone may also be used by students with staff permission.

Additional Parent Information

School Fees

School fees are payable during the first week of the new school term. If unable to make payment during that time, please make arrangements with the office for payment at a later date. Payment may be made by VISA/MasterCard, cash or cheque. All cheques are to be made payable to Parkland School Division 70.

School Council

Our School Council meets once a month. All parents are welcome to join us to learn more about the school and the important direction

we are taking in meeting the learning needs of our students.

School council provides the Greystone Administration Team with parent and community perspectives, enabling decision making that needs the needs of home and school.

Student Messages and Appointments

We try to minimize disruptions to classroom learning, so we ask parents to try to limit the contact you make with your son/daughter to before school or lunch time. It would also be helpful on appointment days if you arrange for your student to meet you at a designated time at the office to prevent interruptions to classrooms at the time of pick up.

Student Drop Off/Parking

Thank you for dropping off and picking up students in the designated area and for using the visitor parking as marked. Please ensure that handicapped parking is available for those who require it and that the crosswalk remains clear for pedestrians.

Inclement Weather

Check Parkland School Division's website www.psd70.ab.ca for up-to-date notifications regarding bus cancellations due to extreme weather conditions. The final decision to bring your child to school on such days rests with you, the parents. Safety should always be the first consideration.

Be sure that your child is always suitably dressed for the weather conditions. Develop an emergency plan of action with your child so that appropriate shelter may be gained when daily routines are disrupted. Teach your child to be "weather-wise".

Students are encouraged to get fresh air every day. In the event of inclement or extreme weather, outdoor breaks may be shortened or restricted to indoors.

Volunteer Program

Parent and community involvement at Greystone is encouraged. If you are interested an opportunity to learn more about the school community, meet new friends and

experience the joy of serving, consider joining our team!

The goal of our volunteer program is to provide support for staff and students in aid of student learning, and to develop an environment that promotes friendly two-way communication between home and school by providing opportunities for parent involvement in the education of their children.

All volunteers are required to complete a Volunteer Registration form available on our website, sign a Confidentiality Agreement, and provide a Criminal Records Check.

Emergency Response Plan

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, our goal is to be prepared to respond to an incident if one should occur. To that end we have taken numerous steps to better prepare our schools and school jurisdiction to deal effectively with emergency situations that could occur in or around a school during the school day. The Division has developed a comprehensive Division Emergency Response Plan, complemented by individual plans tailored for each school. Should an emergency arise these plans will be implemented. Check the Division website www.psd70.ab.ca for procedures to follow in the event of an emergency.

Expectations for Students

Students are expected to demonstrate respect towards themselves, others, and property by:

- attending class promptly
- being prepared for learning
- dressing in an appropriate manner
- wearing clean footwear
- using appropriate and respectful language
- following directions carefully
- behaving in a safe manner
- showing consideration for personal and school property

- helping to preserve the natural environment

Students are responsible for being prepared for learning. This includes having the necessary supplies, including paper and pens or pencils. Parents are requested to check periodically to make sure their children have the necessary materials.

Dress Code

Students are expected to dress appropriately at school. Students will be asked to change clothing if dress is not appropriate. Parents will be notified if an issue persists.

- footwear is mandatory at all times, or as otherwise specified
- footwear that marks or damages the floor shall not be worn
- students wearing clothing deemed to be offensive or inappropriate will be required to change (NO clothing with lettering such as FCUK allowed – students will be asked to change immediately.)
- skirts and shorts are to be no shorter than mid-thigh
- tops must meet waistline; midriffs and backs are covered; necklines are modest (backless tops, belly shirts, spaghetti straps and see-through tops are OUT)

GCMS Student Citizenship Agreement

At Greystone Centennial Middle School, we believe that students have the right to learn in a safe and supportive environment.

This can be achieved when students follow our one school-wide expectation:

Students will treat self, others and school with dignity and respect

Our discipline process will:

- a) keep student dignity in tact
- b) help the student learn
- c) involve the support of parent/guardians as partners
- d) remain confidential and private

Greystone Centennial Middle School students will behave responsibly. Teachers and support staff will work with students to promote and ensure appropriate classroom and school ground conduct.

School Act – Code of Conduct

The School Act says in Part 1, “Students”, Section 12 that . . .

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- *be diligent in pursuing his/her studies*
- *attend school regularly*
- *co-operate fully with everyone authorized by the Board to provide education programs and other services*
- *comply with the rules of the school*
- *account to his/her teachers for his/her conduct*
- *respect the rights of others*

Parkland School Division provides the following Administrative Procedure for student discipline:

1. Students meet the expectations for student behavior while on school property or involved in school-sponsored or related activities.
2. Parents play a vital role in developing student behavior and conduct. It is the expectation of Greystone Centennial Middle School and Parkland School Division that parents:
 - be aware that student behavior is subject to the expectations as set out by Board policy
 - will review the school’s expectations for student behavior and conduct with their child(ren)
 - work with the school to resolve student behavioral issues when they affect their child(ren)
 - Co-operate with and support the school’s disciplinary action.
3. Students shall show respect for:
 - authority
 - others and their property
 - school property
 - ethnic, racial, religious, and gender differences
 - school attendance and punctuality
 - work habits, assignments, and homework
 - textbooks and equipment
 - fire alarms and safety equipment
 - Division policies relating to smoking, alcohol, drugs, and inhalants.
4. Failure to meet the expectations for behavior and conduct will result in some or all of the following consequences:

- problem solving, monitoring, or reviewing behavior/expectations with student, and/or reprimand
- parental involvement
- temporary removal of privileges
- detention of student
- temporary exclusion of student from class
- in-school suspension
- out-of-school suspension
- behavioral contract with student
- restitution for property damage to an individual or board
- involvement of police
- exclusion from a school or expulsion from all Division schools.

5. Grounds for disciplinary action that could lead to suspension exist where a student has demonstrated unacceptable behavior such as:

- conduct which threatens the safety of students and/or staff
- possession of a weapon on a student’s person, or in a student’s backpack or desk, that is dangerous to students and staff. (A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.)
- displaying or brandishing a weapon in a threatening or intimidating manner
- assaulting another person
- possession or use of illegal drugs, tobacco products, alcohol, or inhalants in school and on school property
- contravention of Division policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities
- theft
- willful disobedience and/or open opposition to authority
- use or display of improper or profane language
- willful damage to school or others’ property
- interfering with the orderly conduct of class(es) or the school
- contravention of the code of conduct as set out in the School Act.

Discipline is seen as an ongoing process rather than an event. Success is most likely to occur when home and school work together in the best interest of the child. Students are expected to make positive choices.