

Student Handbook

2024-2025



GREYSTONE

CENTENNIAL MIDDLE SCHOOL

130 Greystone Drive
Spruce Grove, AB T7X 4P5
Phone:780-962-0357 Fax:780-962-0923
Email:Greystone@psd.ca
greystone.psd.ca

Principal: Mr. Scott Jaspers-Fayer

This handbook belongs to:

Student: _____

Address: _____

Grade/ LC _____ **Phone:** _____

Email: _____



Connect with us!

Website: <http://greystone.psd.ca>

Facebook: <https://www.facebook.com/GCMSGCMS>

Instagram: https://www.instagram.com/greystone_inferno

Greystone Athletics Facebook: <https://www.facebook.com/GreystoneAthletics>

Twitter: @greystoneschool #GCMSInferno



Do we have your most up-to-date information? Please update your information today on **PowerSchool**.

Powerschool allows you to update information, access attendance info, report cards and pay fees. You can also receive important attendance and other messages right to your inbox!

For more info, please visit:

<https://powerschool.psd.ca/public/>

If you need assistance with PowerSchool, please contact Greystone Centennial Middle School and we will be happy to help you!

Our Mission

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

Our Vision

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

Foundational Statements

Our Ultimate Goal is Student Success and Well-Being.

We therefore value:

- Learning opportunities that are:
 - Purposeful
 - Essential
 - Relevant
 - Authentic
 - Responsive
- Excellence in achievement
- Trustworthy, respectful relationships
- Resilience with self-awareness

We attend to these priorities:

- *Meaningful Engagement*
- *Inspired Exploration*
- *Connected Community*
- *Resource Stewardship*
- *Wellness Culture*
- *Confident Resilience*

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 **8:30am to 4:30 pm**. Students who arrive early should remain in outside until invited in by a supervisor at **8:50 am**. Our [bell schedule](#) can be found on our website.

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.** Any required public health protocols need to be followed by all visitors. 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. At this point in time we prefer visitors to make appointments.

***Students are to remain on campus during the school day (unless signed out by a guardian),** from the time they arrive on the bus, until the time the bus leaves. Students are not to go to the store before or after school if they are arriving or leaving by bus.

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. A **CLOSED CAMPUS FORM** must be submitted to the school for students who are going home at lunch. The CLOSED CAMPUS form is intended for students going to **their home** for lunch. Students who have parental permission to go home for lunch are still required to sign out when they leave and sign in when they return from lunch. **Students in Grade 5-8 are NOT allowed to go to the 7-11 or off campus.** All students are expected to be prepared for classes prior to the afternoon bell which rings at **1:40pm**.

Hot Lunch / Canteen

We are committed to offering nutritious choices to students purchasing food and beverages on campus.

Parent volunteers organize a Hot Lunch Program, which is available to students 2 or more times per month. To register for an online account for your Greystone Student and pre-order lunches, go to the Hot Lunch website.

Breakfast Program & Forgotten Lunch

Breakfast Clubs of Canada, President's Choice Children's Charities, and the Rotary Club of Spruce Grove provide support for our Breakfast Program and a forgotten lunch program. We are grateful for this support for all of our students.

Absences or Lates

Regular and punctual attendance is important to student achievement. 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.

We have an automated attendance call out system. Parents and guardians will be notified at approximately 9:30 and 2:00 each day if their child has an unexcused absence. To ensure that you are receiving these alerts, please update all contact information in PowerSchool.

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. You can also email the school: greystone.absence@psd.ca, or complete the form on our website. Thank you for arranging for sick students to recover at home where they are more comfortable. Parents will be contacted should attendance or lates become an issue.

[Section 31 of the Education Act states that a student, as a partner in education, has the responsibility to: \(a\) attend school regularly and punctually.](#)

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, the "Remind" app, which uses anonymous text messaging, emails, PowerSchool, newsletter, website updates, blogs, Facebook pages, phone calls, portfolios, and parent-teacher interviews.

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 if you have any questions or concerns.

School Website

For up to date school calendars, news and student learning highlights, check our school website: <http://greystone.psd.ca>

Inferno Updates

Our weekly school update is available to parents via email or online at our website.

<https://greystone.psd.ca/parents/updates>

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 a local hospital.

Administering Medications

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel. ([PSD Administrative Procedure 782: Administering Prescribed Medications](#)) 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 the 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. This form can be found and filled out on the PowerSchool Parent Portal. 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. Please refer to [AP 610: Responsible Use of Technology](#) for more information.

We continue to work with our students to help them learn how to use technology in meaningful, responsible ways.

In the interest of minimizing distractions for our students, we ask that **cell phones usage look as follows:**

- Cell phones should be stored in locked lockers during the school day, including recess & lunch breaks
- Students may briefly check their devices at the start of each break for 2-minutes before returning them to lockers
- Teachers will specify when cell phones are permitted for specific educational tasks.
- If necessary, students may use the student phone in the front office to communicate with parents.
- Students who use their cell phones for medical purposes will be allowed to have their phone, but they may only be used for the intended medical purpose.
- Wireless earbuds are considered an extension of cell phones and should be stored in lockers. Students may use wired headphones or school-provided pairs for educational purposes.

It is important that our students understand appropriate use for personal devices and we will do our best to help them learn.

If you need to reach your child while they are at school, please call the school office and we will deliver any messages you might have.

Support for Non-Compliance:

- Students will be reminded of the expectations every year through their homeroom teachers

- Devices not stored in lockers will be held at the office until the end of the day.
- Students experiencing difficulty complying with the policy will work with teachers, administrators and parents to develop an alternative plan.

If students are in the office they will be asked to hand in their phone to the front desk or administration.

Academics and Programs

Inquiry and Critical Thinking

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.

Teacher Teaming

Greystone Centennial Middle School staff members work closely together in Professional Learning Communities to address the student needs at their grade level.

French as a Second Language

We are pleased to offer second language instruction to our LC5/6 students and the option to take French for our 7/8/9 students.

Off-Site Learning

Frequently, throughout the year, the learning will take place away from the school. We communicate to families our plans to take students off-site to places not within short walking distance from the school. At the beginning of the year, we send home a permission form to get general permission for students to go within walking distance of the school as the learning environment and curriculum may need.

We ask that all families complete a **General Off-Site Permission Form** at the beginning of the year, as well as any other permission forms that may be required for other activities. Students are expected to adhere to the expectations for student behavior on all off-site activities as well as on student transportation.

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 and adequate student interest. Where expenses are incurred, all activities operate on a cost-recovery basis. Student participants and spectators at school-authorized activities are expected to follow the [PSD Code of Conduct](#), [PSD Administrative Procedure 380: Promoting Positive Behaviour at School](#).

Textbooks and other Materials

Students are responsible for their assigned textbooks and course materials. 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.

These are some of the supports Greystone offers to our students at different points throughout the year, as needed:

Social Thinking Groups

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.

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 year's schools.

Community Classroom

Each week students, selected by teachers, will work together to develop problem-solving and social skills through a variety of games, activities and direct teaching and modeling.

Rainbows/Spectrum

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 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. Students are reminded to keep their combinations private and their lockers locked.

[Locker License Agreement](#)

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 certain

areas in the morning and afterschool only, **with the use of a helmet.**

Student Telephone Use

A courtesy phone is available at the office for students who have received teacher permission. Classroom telephones need to 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. The PowerSchool Online Payment module is available for School Fees. This convenient tool is accessible through the [PowerSchool Parent Portal](#) and provides parents with the ability to view and print student statements and receipts, transaction history, outstanding fees and make payments online. Methods of payment include major credit cards and Interac Online Debit. Any cheques are to be made payable to Parkland School Division 70.

[PSD 70 School Fee Information](#)
[Greystone Fee Schedule](#)

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.

We would also ask that parents be mindful of the learning environment **and not text or call their children on their personal electronic devices during instructional time.** It is difficult for students to concentrate when their phones are indicating a message or missed call! Break times would be appropriate times to call or message your child. If it is an emergency, please contact the office and we will get in touch with your child immediately.

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.psd.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. The PSD Inclement weather policy can be found [here](#).

Be sure that your child is always suitably **dressed for the weather conditions, remembering that weather may change throughout the day.** 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" and check the forecast regularly.

[The Weather Network \(Spruce Grove\)](#)

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.

[PSD Transportation Bus Status](#)

Greystone Inferno Spirit Wear

We have a selection of Greystone Centennial Middle School branded spirit wear apparel and accessories available for sale throughout the year. We have a wide variety of items available, from hoodies and shorts to water bottles. Orders and payment may be made through the GCMS URStore.

<https://urstore.ca/greystone-centennial-school>

You can select, order, and pay right from the website. Orders will be delivered right to your door.

Thank you for supporting the Greystone Inferno!



Volunteer Program

Parent and community involvement at Greystone is encouraged. It is 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 Record Check.

[PSD Administrative Procedure 316: Volunteer Requirements and Vulnerable Sector Verification](#)

[PSD Administrative Procedure 318: Volunteer Community Coaches](#)

GCMS 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 directions 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 meets the needs of home and school.

School Council is an excellent way for parents to get involved in their child's education through coordinating volunteer programs, learning about the current issues in education in order to provide feedback, and most importantly, it provides an opportunity for us to continue building a strong home/school partnership for the success of our students.

The School Council is an active member of the [Alberta School Council Association](#). Through this membership, our school council ensures that the voice of our school community is heard on a provincial level.

Friends of Greystone Fundraising Society (FOGS)

GCMS has a very active parent volunteer fundraising society - the Friends of Greystone Society (FOGS). The main function of our FOGS is to fundraise for items needed to enhance the quality of our school community. The Friends of Greystone meet once a month, on the same day as the school council. All parents are welcome to join.

Please follow FOGS on Facebook at <https://www.facebook.com/friendsofgreystonesociety/> to keep up with all Friends of Greystone Society news and updates.

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 Procedure](#), complemented by individual plans tailored for each school. Should an emergency arise these plans will be implemented. Check the Division website www.psd.ca for procedures to follow in the event of an emergency.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and fire departments, and parents. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

**In The Event Of An Emergency:
Do not call the school or your child's cell phone.**

Note: It is imperative that the information on your child's Emergency Information Card is current.

We understand and respect your concerns, but it is essential that the phone systems be available for emergency communications. If you call the school, you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. We will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information.

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit this Parkland School Division website for updated notifications, the latest news will be posted on the front page.
- Call the Centre for Education at 780-963-4010.
- Tune into a local radio or television station.

What happens during a Lock-Down or Shelter-in-Place?

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated?

It may be necessary to keep the streets and parking lot clear for emergency vehicles. If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

Code of Conduct

Our Student Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Code of Conduct ensures that our school promotes a cultures of wellness that:

- Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- Establishes and publishes expectations for student behavior while at school, at a school-related activity, or while engaging in an activity at any time that may have an impact on others in the school;
- Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity. Parkland School Division is a place where exploration, creativity and imagination make learning exciting and where all learners aspire to reach their dreams.

In keeping with a commitment to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, in Parkland School Division everyone is accepted and experiences a sense of belonging. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

Parkland School Division has a responsibility to ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

All stakeholders in the success and well-being of students, and especially the students themselves, are expected to recognize their responsibilities in developing student self-discipline within a culture of wellness. Staff

members and students will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

The Education act says in Part 3 "Responsibilities and Dispute Resolution", "Student Responsibilities", section 31 that:

A student, as a partner in education, has the responsibility to:

- *attend school regularly and punctually,*
- *be ready to learn and actively engage in and diligently pursue the student's education,*
- *ensure that the student's conduct contributes to a and safe learning environment that respects diversity and fosters a sense of belonging,*
- *respect the rights of others in the school,*
- *refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,*
- *be accountable to the student's teachers and other school staff for the student's conduct, and*

For further information, please refer to the Parkland School Division 70 website, the PSD 70 [Code of Conduct](#) and/or the administrative procedures below.

- [PSD Administrative Procedure 350](#): Code of Conduct
- [PSD Administrative Procedure 360](#): Student Discipline
- [PSD Administrative Procedure 380](#): Promoting Positive Behaviour at School
- [PSD Administrative Procedure 810](#): Student Conduct on School Buses

If students are failing to meet behavioural expectations appropriate consequences will be given including removal of privileges, working in an alternate location, removal from class, suspension from school or bus etc.

Smoking/Vaping

GCMS and all Parkland School Division property are smoke-free areas. Students, staff, and community are not allowed to smoke or possess electronic smoking (e-cigarette/vaporizer) materials in the school or on the school grounds.

The GREYSTONE 3 Rs

- Respect
- Responsibility
- Relationships

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 of staff
- behaving in a safe manner
- showing consideration for personal and school property
- helping to preserve the natural environment

Students show responsibility by 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.

Consequences

Learning shall be the foundation and primary consideration of any disciplinary action. Disciplinary actions may include, but are not limited to:

- Problem solving, monitoring, or reviewing behavior expectations with student and reprimand;
- Parental involvement that may include a Disciplinary Hearing
- Referral to provincial attendance board; Assignment of designated tasks;
- Temporary removal of privileges;
- Detention of student;
- Implementation of an in school short term opportunity placement involving an out-of-class learning opportunity;
- Behavioral contract with student;
- Restitution, where the Division may seek restitution for damage to Division property;
- Suspension from riding the school bus;
- Suspension from school;
- Assessment of student to develop appropriate programming;
- Involvement of police; and/or
- Expulsion from school (by the Board upon recommendation of the Principal).

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:

- Keep student dignity intact
- Help the student learn
- Involve the support of parents and guardians as partners
- Remain confidential and private.

Greystone Centennial Middle School students will behave responsibly, treat others with respect, and build positive relationships. Teachers and support staff will work with students to promote and ensure appropriate classroom, school ground, and off-site conduct.



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 (no "wheelies")
- students wearing clothing deemed to be offensive or inappropriate will be required to change (NO clothing with lettering that is suggestive is allowed, promotion of drug or alcohol use, sexual explicit or implicit language/images etc. – students will be asked to change immediately.)

On Campus Expectation

***Students are to remain on campus during the school day** (*unless signed out by a guardian*), from the time they arrive on the bus, until the time the bus leaves. Students are not to go to the store before or after school if they are arriving or leaving by bus. Students should not leave property during nutrition or lunch breaks, except Gr. 9s with permission.