



2017-2018 Student Parent Handbook

Welcome to Dr. Donald Massey School!

We are excited to welcome your family to our community of learners.

We invite parents to work closely with us through the year. A positive partnership between school and home is so important for the success of our young people. Together, we will create a respectful, caring, learning environment that encourages student success, and serves our families and community with pride.

The Student - Parent Handbook includes a great deal of important information for students and parents. Parents are asked to read this document thoroughly and discuss with your child.

If you have any questions or concerns regarding either of these documents, please feel free to contact the school and speak to the Principal or one of the Assistant Principals.

1: School & District Information

School Philosophy

At Dr. Donald Massey School, we believe we must ensure all our students achieve the high levels of learning required for success in schools and in life. Our learning environment is grounded in a culture of collaboration. We value classrooms which are diverse in worldview, culture, language and interests. We strive to build strong relationships between staff, students, families and the community.

District Vision, Mission & Values

VISION

Transforming the learners of today into the leaders of tomorrow

MISSION

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

VALUES

Supporting the Vision, Mission and Priorities are the District's cornerstone values of accountability, collaboration, equity and integrity.

District Priorities

Edmonton Public Schools' Board of Trustees is committed to excellence and to providing students with outstanding educational experiences that prepare them to be leaders in an evolving global society.

We respect and embrace the diversity of our students' unique needs, interests and strengths.

We believe education is a shared responsibility that requires active engagement of students, staff, parents and the community.

Through an extensive consultation process with stakeholders, the Board has established the following priorities for 2014 – 2018:

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

2: Student Behaviour Expectations

Dr. Donald Massey School staff believe that all children need clear, consistent expectations and structure in order to develop responsibility for their own behaviour and learning. Our Student Behaviour and Conduct Policy is supported by the Edmonton Public School Board Policies and Regulations <http://www.epsb.ca/policy/jg.bp.shtjml>.

Students are expected to:

- show respect for themselves, each other and property
- come to school and class prepared
- take responsibility for their words, actions and behaviours

Minor forms of inappropriate behaviour will be dealt with on an individual basis by restoring the relationship that was harmed. Major forms of inappropriate behaviour will be dealt with severely by the school and/or district.

In dealing with negative behaviour, Dr. Donald Massey School Staff may:

- problem solve with all parties involved with the goal of repairing the harm and restoring the relationship(s).
- remove privileges for short and long term.
- make alternate learning arrangements for the student(s) involved for a period of time.
- invite students and families to engage in a “Community Conference” to come to an agreement as to how to solve the problem and repair the harm.
- require restitution for property damage to the school or individuals.
- make referrals to other professionals such as: social workers, police officers, the Alberta Attendance Board, child welfare workers, or other agencies.
- suspend a student from class or from attending the school.
- automatically involve the Edmonton City Police for any illegal activities.
- recommend expulsion from the school.

Attendance & Lates

Students are expected to be in their classrooms, ready to learn by 8:40. Students that will not be in their classrooms by 8:40 must come to the office for a late slip, unless otherwise directed by administration.

If a student needs to leave school early for a medical appointment or for another reason, the following process is in place:

- For elementary students, the parent must come into the main office to wait for them and to sign them out.
- For junior high students, a note or phone call is required from the parent and the student must sign out prior to leaving the building

Backpacks in the Junior High Classrooms

Given the limited physical space in our junior high classrooms, and to prevent tripping hazards, students are expected to store their backpacks in their lockers during the school day. Students will have access to their lockers before morning classes, during the morning break, at lunch and during the afternoon break. This will allow students to organize themselves appropriately and gather the classroom materials they need. Small drawstring backpacks to carry gym clothes for Physical Education classes are permitted in the classrooms.

Bicycles & Skateboards

The bicycle rack area is out-of-bounds except when parking or picking up bicycles. All bicycles must be locked and must not be ridden on the playground or in the parking lot areas. As per legal requirements, students must wear bicycle safety helmets.

Skateboards, scooters, and inline skates are great ways to stay fit and travel to school.

However, these items must not be used on school property. These items must be stored in the front office during the school day.

Bullying/Cyberbullying

Interactions or activities that negatively impact the safety or security of other people in any way, whether those interactions occur face to face or electronically (online, via cellphone, via messaging, etc), will NOT be tolerated at Dr. Donald Massey School. This remains in effect whether such activities occur on or off school premises, during school hours or after school.

Cell Phones and Personal Electronic Devices

Students will be expected to use all technology tools, including cell phones, in a responsible manner as indicated by their teacher(s) or school administration. Students must not take pictures or video of others while at school. Phones should not be used in classrooms unless given explicit instructions from their teacher.

Unless your teacher gives you specific instructions to use your phone, **cell phones should be on silent mode and both your phone and earbuds must out of sight** when you enter the classroom and for the remainder of the class.

If a teacher sees a student's phone or personal electronic device during class time:

Strike 1

They will take it for the day. Students are welcome to pick it up from their teacher at 3:15. The classroom teacher will make a note of this in the student file.

Strike 2

The teacher will take the phone to the office. The student can pick it up there at the end of the day. The teacher will make a note on the student's file and contact their parents.

Strike 3 (and beyond)

Students will be required to sign their phone into the main office at the beginning of each day for a period of a week (or longer depending on what strike they are on). Administration will make a note on the student's file and contact their parents.

Please note: strikes listed are per student, NOT per class.

Parents, if you need to contact your child, please call the office and we will get messages to them. Please refrain from texting your child during school time.

Closed Campus

In the interest of student safety, Dr. Donald Massey (DDM) continues to implement a lunch break "Closed Campus" policy for the 2017-18 school year. This means that during the lunch break DDM students must remain on the school property.

Junior High students will continue to eat their lunch in the Dr.'s Lounge. Students may still make use of the outdoor areas on school property to eat their lunches and enjoy activities with their friends. Our school store will continue to sell items to supplement their lunches, as well as various beverages so that students will not need to leave the school.

We recognize that there are students who live in immediate vicinity of the school and wish to return home for lunch daily. If this is the case, parents must complete the exemption form called *Permission To Go Home For Lunch* form. These forms will be available in the main office. Students are NOT permitted to go to stores (including 7-11) or friends' homes during the lunch time.

Dress Code

Students are expected to wear clothing that is respectful, appropriate, and safe for the learning environment and that does not cause a distraction to other students. Headwear, except of religious significance, is not permitted within the school. If students are wearing clothes that are deemed inappropriate, they may be sent home to change.

Footwear

Elementary Students

Boot racks are located at several entrances throughout the school for students in our elementary program. Outdoor footwear should be left on these racks near the classroom, or in student lockers. All elementary students must have an extra pair of shoes for indoor use. Shoes with wheels in the sole are not allowed in the school.

Junior High Students

When there is heavy rain or snow outside, we ask that all Junior High students remove their shoes at the front door. Students will carry their shoes to the top of the stairs where they can put them back on and wipe them dry.

Lockers

All Division 3 students & some Division 2 students are assigned individual lockers. It is the expectation that students do not share lockers, nor share their locker combinations. **Junior High students will be provided a lock** and they must provide their combination numbers to their homeroom teachers. This lock needs to be handed in at the end of the school year.

It is important to note that the lockers are the property of Edmonton Public Schools. As such, lockers may be accessed, for specific purposes only, by the Administration. Access will be communicated to students, with students present, as often as possible.

Students are not to write on their lockers, add stickers, etc. Material should be organized and lockers need to be kept clean.

Out-of-Bounds Areas

During school hours students are not permitted to be in the following areas:

- front area of the school
- all parking lots and roadways
- the bicycle rack area
- any areas beyond the berm at the end of the soccer fields behind the school.

All students must remain on school grounds for the entire school day unless they have permission to go home for lunch.

Smoking

Smoking, including the use of electronic cigarettes or e-cigarettes, is prohibited by students on school property. Students are also not permitted to be in possession of these items. This supports our student behavior and conduct policy that clearly outlines that if a student does not show respect for district policies related to smoking, alcohol, drugs and inhalants, the

consequences can result in suspension, expulsion and/or involvement of the police, as it is illegal for minors to smoke.

3: Important Information for Parents

Schedule

Kindergarten - AM

8:36-8:40	Entry/Announcements
10:18-10:33	Recess/Nutrition Break
11:28	Dismissal

Kindergarten - PM

12:12	Entry
2:13-2:28	Recess/Nutrition Break
3:16	Dismissal

Grades 1-9

Blocks/Times	Mon-Wed, Fri	Thursday
8:36-8:40	Entry/Announcements	Entry/Announcements
10:18-10:33 (JH-10:18-10:29)	Recess/Nutrition Break	Recess/Nutrition Break
11:47-12:11	Lunch (Div 1 inside/Div 2 outside)	Lunch (Div 1 inside/Div 2 outside)
12:11-12:35	Lunch (Div 2 inside/Div 1 outside)	Lunch (Div 2 inside/Div 1 outside)
2:13-2:28 (JH - 2:13-2:24)	Recess/Nutrition Break	Early Dismissal @ 2:13
3:16 (JH 3:12)	Dismissal	

As a staff we are committed to using every Thursday afternoon from 2:13 on for collaborative planning, meetings and professional learning related to student achievement. Students will be dismissed at 2:13 on Thursdays. The rest of the days of the week have been lengthened slightly to accommodate this and to ensure that all students receive the mandated number of instructional minutes per week.

Attendance

Absences

We check for absent children each morning and afternoon in our elementary program and attendance is taken at the beginning of each period in our junior high program. The junior high program will be using an automated callout system, which will make phone calls home daily for students with unconfirmed absences.

Please call and leave a message at 780-457-5435 if your child will be away. Please include the following in your message:

- your child's full name
- their teacher or homeroom teacher's name
- the reason for their absence

It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home, work, or emergency contacts.

If a student needs to leave school early for a medical appointment or for another reason, the following process is in place:

- for elementary students, the parent must come into the main office to wait for them and to sign them out
- for junior high students, a note or phone call is required from the parent and the student must sign out prior to leaving the building

Absences for Holidays

A great deal of learning occurs in the classroom using guided questions, dialogue and problem solving. We therefore request you try to schedule family holidays during the school breaks. **Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period.** Home education imparts responsibility to the parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance so that teachers can communicate with parents about what the child will be missing. **Teachers are not required to develop handouts or specific lessons for extended holiday time.** Evaluation may indicate "unable to assess" or "absent during this unit" on the progress report.

Lates

If students are late, they are to report to the office for a late slip and our office staff will update their attendance record. For students who are habitually late, the classroom teacher will notify parents and they will collaboratively come up with a plan to address the situation.

Cold and Inclement Weather Policy

It is expected that children will be dressed warmly enough to be outside for 15 minutes each morning and afternoon during recess, as well as 25 minutes at lunch break. When the temperature is colder than -22 Celsius, or if the wind-chill factor creates an equally cold situation, or if there is a storm or extreme wind conditions, regular outside recess will be cancelled and students will remain indoors under teacher supervision.

Communication

Parents are encouraged to contact their child's teacher(s) to provide information that may be helpful in planning their child's program as well as to ask any questions that they may have. To contact teachers, parents may phone the main office and leave a message for the teacher, e-mail the teacher, or they may contact the school office directly to make an appointment to come in to see the teacher.

Parents are advised of school activities and can access newsletters, attendance, progress reports and other school information through SchoolZone.

Emergency Plans

Edmonton Public Schools requires each school to develop emergency plans in the event of a fire, bomb scare, gas leak, severe weather or an overnight situation, which makes it impossible to open the school on the next school day. If an emergency occurs during school hours, students may be moved to a safe location in the community depending on the nature of the emergency. Parents will be notified to come and pick their children up by a phone fan-out system. Should an emergency occur out of school hours, an announcement will be made via radio and television news.

To help students learn how to act quickly and safely in case of emergency, evacuation, lockdown and tornado drills will be held throughout the year. Teachers will help students learn the procedures at the beginning of the year, prior to our first official drills. Instructions are posted in each room regarding exits to be used.

Field Trips

Our classes participate in a variety of field trips during the year. Trips will be curriculum based and enhance classroom learning. Prior to each trip, parents will be notified of all particulars pertaining to the specific field trip (cost, method of transportation, itinerary, supervision etc.). No child will be refused the right to participate in field trip experiences due to a lack of funds if the situation is brought to the attention of the teacher or principal. If a student is not able to participate in a field trip due to any other reason, they will be accommodated in other classes. Students **must** return a **parent signed permission form in order to participate in each field trip**. We are unable to accept verbal permission over the phone.

Footwear

Boot racks are located at several entrances throughout the school for students in our elementary program. Outdoor footwear should be left on these racks near the classroom, or in student lockers. All students must have an extra pair of shoes for indoor use. These shoes must have non-marking soles. **All footwear should be marked with your child's full name.** The school cannot assume responsibility for lost footwear. Junior high students must have a pair of non-marking athletic shoes/runners that are used exclusively for physical education classes.

Illness or Injury

If it is deemed that a student is ill or injured while at school, we will attempt to contact the parent/guardian or the person listed as the emergency contact to send the child home. In the interim, the child will be made as comfortable as possible in the school office.

For injuries or accidents, first aid will be administered as needed, and an attempt will be made to notify the parent(s) if the situation warrants it. When a parent or guardian cannot be reached, and the injury is serious, a staff member will accompany the student to the nearest clinic or hospital. If necessary an ambulance will be called (at the expense of the child's parent/guardian) to transport a critically injured child to hospital. Every effort will be made to contact the parent first. The school requests to have each student's current Alberta Health Care number on file.

Insurance

Parents are reminded that insurance protection to cover costs that may be incurred as a result of accident or injury to a student is the personal responsibility of parents/guardians. The school does not provide insurance of this nature.

Library Services

Library users are to sign out all items they borrow, and are responsible for returning them on time and in good condition. Charges are made for lost, or damaged books or materials. Detailed procedures for use of the library will be shared with all students and staff early in the school year.

Lunch Program

Any students who have submitted the parental permission form to go home for lunch are expected to travel directly to and from school and home during this time. Students are not permitted to go to stores (including 7-11) or friends' homes during the lunchtime.

Grades 1 – 6

Our school provides a supervised lunch program on a regular or drop-in basis as a service to parents of students in grades 1 - 6. Lunch program fees collected cover the cost of lunch time supervision.

Students staying for lunch are expected to behave in a respectful, responsible manner. Students who are not cooperative will be asked to eat their lunch with another class or in the office.

Students not in the regular lunch program who stay for lunch to attend a scheduled extra curricular activity will pay the daily fee to attend and be supervised within the lunch program.

Grades 7 -9

Students in grades 7 – 9 who go home for lunch should not return to school until 12:25 to prepare for afternoon classes. Students needing to stay at school for lunch will be required to eat in the upstairs common area where they will be supervised by staff. After students have finished eating, they will go outside or to another supervised activity for the remainder of the lunch period. Students staying for lunch may not leave the school grounds.

Mav Shack – School Store

Our school store, the Mav Shack, is open at lunchtime and offers a variety of healthy choices for purchase by students that are meant to augment lunches. If staying at school for lunch, students are expected to bring a healthy lunch from home. There are days that the Mav Shack is not open; therefore, it is important that your child brings a lunch daily.

Medication Management Plan/Administration of Medication

Edmonton Public Schools' regulation titled *Administration of Medication* requires the following:

- All students requiring medication management for physician-prescribed medications must have a **Student-Focused Medication Management Plan** to ensure that the medication information is complete and accurate. This plan is for students who regularly or infrequently take physician-prescribed medication at school. If a student requires this type of medication to be administered at school, please contact the office so that the appropriate paperwork can be completed.
- In cases where non-prescribed medications (such as Tylenol) are sent to school, parents must provide the following information to the teacher in writing:
 - date note is written (e.g., November 6, 2013)
 - exact dosage (e.g., 1 regular Tylenol)
 - frequency/time (e.g., twice a day, 9:00 am and 2:00 pm)
 - duration (e.g., twice a day for today & tomorrow – November 6 & 7, 2013)

Medication must accompany the appropriate paperwork and must be appropriately labeled in the **original container**.

Epi-pens

We are requesting that parents provide an Epi-pen to the main office. They will be stored in an envelope with the child's picture. This will allow us to react quickly and provide students with the help they need in the event of an emergency outside of the student's regular classroom. It is

the teacher's responsibility to ensure that the Epi-pen is taken on all field trips and then promptly returned to the office after the field trip.

Nutrition

In the interest of promoting good nutrition and dental care, the consumption of gum, candy, soft drinks, and "junk food" is not encouraged in the school or on the playground. We wish to help our students make wise choices in their selection of foods. Your assistance in helping your child make healthy food choices and in supporting this focus on nutrition by not sending such foods would be most appreciated.

Each year, we have a number of children with severe allergies that may result in life-threatening conditions. As a result, certain precautions may be taken in the classroom and specific school areas, including the identification of a classroom as "allergy friendly." Parents and students are expected to adhere to the guidelines laid out in these instances. **Please do not send any food items containing peanuts or peanut butter to school.**

Notification of Changes of Information

If during the school year, the address, telephone number, etc. of a student changes, please notify the school office as soon as possible. **Emergency contact numbers must be kept up-to-date.**

Parent/Teacher Conferences

Parents will be kept informed of the academic progress and behaviour of their children through Schoolzone, telephone and through scheduled conferences. Parent and teacher conferences may be arranged by the school or by parents, at any time, to discuss student progress or behaviour.

Three comprehensive progress reports are issued during the year (November, mid-March and year-end). Goal setting conferences will be scheduled for all students and parents/guardians prior to the date the progress report is issued for Term 1 and student-led conference prior to Term 2. Conferences strive to develop mutually agreed-upon strategies that can be implemented both at home and at school to encourage improved student success.

Personal Property

Students bringing their personal technology to school must adhere to the school's policies. All technology should be clearly marked with the student's name and address. Students are asked to leave toys, personal gaming devices, and other personal items not required for educational purposes, at home. The school will not be responsible for lost, broken or stolen personal items.

All student footwear, clothing, and personal supplies should be clearly labeled. If found, small lost items such as glasses, rings, watches, keys, etc., will be turned into the school office. Found articles of clothing and footwear are placed in the Lost and Found boxes located in the hallways. The contents of these boxes are put on display periodically so parents and students can more

easily look for lost items. Unclaimed items will be donated at multiple times throughout the year.

Student Drop Off

If parents choose to drop off students, we ask that they use one of several drop off areas near our school. These include:

- the south side of 162 avenue
- the west side of 55 street
- the east side of 54B street
- the corner of 54 street and 159 avenue (by the Hollick-Kenyon Park sign - students would walk across the school field)

The drop-off zone in front of the school is available to parents only if they agree to the Safe Drop-off and Pick Up Guidelines. In September, we will provide parents with the document which outlines our guidelines. Once parents have signed the document, agreeing to abide by the guidelines and provided us with their license plate number, they will be welcome to use the drop-off zone.

The guidelines will include the following:

- Parents must obey the parking and bus zone signs
- Parents must follow the directions of school staff and/or parent traffic volunteers and move along quickly so as to free up the area for other parents and students
- NO PARKING is allowed in the drop off zone
- Parents are not allowed to use the staff parking lot when dropping off students

School Patrols

Our Dr. Donald Massey AMA school patrollers operate student-patrolled crossings on 162 Avenue. We ask parents to explain to their children the importance of using the crosswalks and location where the patrols are stationed. Parents should remind their children about safety precautions when crossing busy streets. Please remember that our patrollers require the cooperation of all parents and children.

SchoolZone

SchoolZone is an information system developed by Edmonton Public Schools. This service provides parents and students with:

- attendance records
- news of school and District events
- progress reports
- timetables
- access to selected online educational resources
- field trip forms

If parents had Schoolzone accounts for their child(ren) at a previous school, the process and passwords will remain the same. Schoolzone accounts will be established for new families early in the school year.

Supervision

We request that students arrive at school so that they will have a minimum amount of waiting time before beginning classes (**supervision does not start until 8:25 a.m.**) When the weather is very cold (colder than -22°) or wet, children may wait inside in designated areas until the bell rings. Paid lunchroom aides supervise students while they eat their lunch and when they are on the playground during the lunch break. The teaching staff provides supervision 15 minutes before school, and during the morning and afternoon recesses. At dismissal time, students are to proceed directly home or to their after-school care.

Vandalism

We request the support of all community residents in reporting any acts of a suspicious nature or vandalism. If you see someone on the roof of the school, throwing objects at windows or doors, destroying shrubbery or equipment, or committing any other acts of vandalism or of a suspicious nature, please call the Edmonton City Police Dispatcher at 780.423.4567. If further information on the school security program is desired, please call the security supervisor at 780.429.8295.

Visitors

Visitors, whether they are parents, guests, or people on official school business, are welcome in our school. **We ask that all visitors sign in at the office and receive a visitor's pass prior to going anywhere else in the school.**

Visitor Parking

Limited visitor parking is available along the north side of the school building. Visitors to the school may also park on one of the side streets. Please obey all signage.

Volunteer Opportunities

Dr. Donald Massey School values the contributions of our parent group and parent volunteers. Together we work to promote the well-being and effectiveness of our students and programs. We value any contribution you are able to make. Prior to volunteering, you are required to fill out an EPSB Volunteer Registration Form.

