



# **2025-2026 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 throughout 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.

Our Student Rights and Responsibility document and Assessment Plan can both be found on SchoolZone under Resources as well as on our website. Please take a moment to read through these documents and discuss with your child where applicable.

If you have any questions or concerns, please do not hesitate to contact the school and speak to the Principal or Assistant Principals.

# Our Division's Strategic Plan 2022-2026

## **VISION**

Enhancing pathways for student success

## **MISSION**

Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfillment, empathy and possibility.

## **VALUES**

Accountability, collaboration, equity and integrity



## **District Priorities**

1. Build on outstanding learning opportunities for all students.
2. Advance action towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

## **School Philosophy**

At Dr. Donald Massey School, we believe we must ensure all our students achieve high levels of learning required for success in school 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.

Dr. Donald Massey School staff is committed to:

- Growing in our teaching practices, adapting to the diverse needs of our students as we prepare them for the future
- Providing systematic interventions that ensure students receive additional time and support for learning when they struggle, and extend and enrich learning when students have already mastered the intended outcomes
- Creating interesting and inviting lessons in order to spark curiosity and passion as students move towards their learning destinations
- Using a variety of instructional methods and different learning experiences in order to motivate and inspire all students to be actively engaged in their own learning
- Building a community in order to encourage students to welcome and support each other in a safe atmosphere that allows everyone to be a risk-taker

## Student 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/ourdistrict/policy/h/hg-bp/>

Students are expected to:

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

Unacceptable behaviour will be dealt with on an individual basis by taking into account the student's age, maturity, individual circumstances, and frequency of misconduct.

When a student engages in unacceptable behaviour, consequences may include, but are not limited to:

- temporary assignment of a student to an alternate supervised area within the school
- temporary assignment of a student to an alternate learning location
- short term removal of privileges
- interventions such as positive behaviour supports, contracts, counselling, restorative practices
- replacement or retribution for loss of or damage to property
- in-school or out-of-school suspension;
- referrals to other professionals such as: social workers, police officers, the Alberta Attendance Board, child welfare workers, or other agencies
- recommendation for expulsion

# Bell Schedule

## Monday, Tuesday, Wednesday & Fridays

### 2025-2026

|                   | Kinder         |                          | Elementary  |                                       | Jr. High                                 |
|-------------------|----------------|--------------------------|---|---------------------------------------|--|
|                   |                |                          | Enter<br>8:25 am  |                                       | Enter<br>8:25 am                         |
| Enter             | 8:20-8:25 am   | Block 1                  | 8:30-9:28 am (58)                                       | Block 1<br>& Announcements<br>(3 min) | 8:30-9:28 am (58)                        |
| Morning<br>Kinder | 8:25-11:06 am  | Block 2                  | 9:28-10:17 am (49)                                      | Block 2                               | 9:33 am-10:27 am<br>(54)                 |
|                   |                | Recess<br>10:17-10:32 am |   | Block 3                               | 10:32 am- 11:26 am<br>(54)               |
|                   |                | Block 3                  | 10:32-11:26 am (54)                                     |                                       |  |
| Dismissal         | 11:06 am       | Lunch                    | 11:26-11:46<br>Div 1 & 2 Outside                        | Lunch                                 | 11:26-12:11 pm<br>Bell rings at 12:06 pm |
|                   |                |                          | 11:46-12:06<br>Div 1 & 2 eats<br>Bell rings at 12:06 pm |                                       |  |
| Enter             | 12:07-12:12 pm |                          |   |                                       |  |
| PM Kinder         | 12:12-3:03 pm  | Block 4                  | 12:06-1:05 pm (59)                                      | Block 4                               | 12:11-1:05 pm (54)                       |
|                   |                | Block 5                  | 1:05-1:54 pm (49)                                       | Block 5                               | 1:10-2:04 pm (54)                        |
| Dismissal         | 3:03 pm        | Recess<br>1:54-2:09 pm   |   | Block 6                               | 2:09 - 3:03 pm (54)                      |
|                   |                | Block 6                  | 2:09-3:03 pm (54)<br>5 min for dismissal                |                                       |  |
| Dismissal 3:03 pm |                | Dismissal<br>3:08 pm     |   | Dismissal<br>3:03 pm                  |  |

# Bell Schedule DDM

## THURSDAYS

### 2025-2026

|                   | Kinder         |                                  | Elementary  |                      | Jr. High                                 |
|-------------------|----------------|----------------------------------|---|----------------------|--|
|                   |                | Enter<br>8:25 am                 |   | Enter<br>8:25 am     |  |
| Enter             | 8:20-8:25 am   | Block 1                          | 8:30-9:12 am (42)                                       | Block 1              | 8:30-9:19 am (49)                        |
| Morning<br>Kinder | 8:25-11:06 am  | Block 2                          | 9:12-9:54 am (42)                                       | Block 2              | 9:23 am-10:09 am (46)                    |
|                   |                | Recess<br>9:54-10:09 am          |   |                      |  |
|                   |                | Block 3                          | 10:09-10:59 am (50)                                     | Block 3              | 10:13 am- 10:59 am (46)                  |
| Dismissal         | 11:06 am       | Block 4                          | 10:59 -11:49 pm (50)                                    | Block 4              | 11:03-11:49 am (46)                      |
|                   |                | Lunch                            | 11:49-12:09<br>Div 1 & 2 Outside                        | Lunch                | 11:49-12:34 pm<br>Bell rings at 12:29 pm |
| Enter             | 12:07-12:12 pm |                                  | 12:09-12:29<br>Div 1 & 2 eats<br>Bell rings at 12:29 pm |                      |  |
| PM Kinder         | 12:12-2:12 pm  |                                  |   |                      |  |
|                   |                | Block 5                          | 12:29-1:22 pm (53)                                      | Block 5              | 12:34-1:22 pm (48)                       |
| Dismissal         | 2:12 pm        | Block 6                          | 1:22-2:15 pm (53)                                       | Block 6              | 1:27 - 2:15 pm (48)                      |
| Dismissal<br>2:15 |                | Dismissal<br>2:15 (No PM recess) |   | Dismissal<br>2:15 pm |  |

## Attendance & Lates

We expect all students to arrive on time to school daily. All students are encouraged to be at their designated doors by **8:25 AM**.

If students have an explained late (ie. a medical appointment), parents are required to inform the front office so we can record this in our system.

**Students are considered late for school if they arrive after 8:30am.** If students are late, they are to report to the sign-in table by the front lobby. An administrator will log the late and provide the student with a late slip. Attendance is logged and regularly reviewed. If they are consistently late or truant, school staff will follow up first with students and their family to help develop a

plan to get students back on track for success. Teachers in junior high may request that students make up missed instructional time during lunch or after school.

## **Entrances**

Students are expected to enter and exit the school using designated doors. Any students arriving after the entrance bell (8:30 for elementary students) are expected to enter through the front entrance.

## **Absences**

We check for absent children each morning and afternoon. Dr. Donald Massey uses 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:

- Elementary students - the parent must come into the office to sign the student out,
- 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 Vacations**

**In an effort to support continuity in your child's learning, please do what you can to schedule family holidays during school breaks.** When students miss regular instruction of their graded curriculums, their achievement may be impacted.

Attendance reports will record family holidays and extensions of school vacation periods as "**confirmed absence**".

Parents who choose to take their children out of school for a holiday or trip are choosing to home educate their children for that period of time. Please inform your child's teacher as well as the front office at least 2 weeks prior to departure and request to speak to one of the administrators in order to discuss programming for your child.

## **Illness or Injury**

If it is deemed that a student is ill or critically 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. 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.

## **Supplies & Backpacks in the Junior High Classrooms**

Students are not permitted to bring backpacks to class. Students have the opportunity to collect their materials from their lockers in between classes but are encouraged to grab their materials for several classes to prevent lates in between classes.

## **Bicycles & Skateboards**

Skateboards, scooters, and inline skates are great ways to stay fit and travel to school. The sidewalks and campus of DDM is shared by all thus once you arrive at school, it is expected that you dismount and walk to the school safely. As per legal requirements, students must wear bicycle safety helmets. There is a parking spot in the main foyer for these items. While we will do our best to protect these items, the school is not responsible for lost or stolen items.

## **Footwear**

### **Elementary Students**

Boot racks will be located just outside students' classrooms and some classes will be using the boot rooms as assigned. Students are expected to remove their outdoor shoes and replace them with clean indoor shoes.

### **Junior High Students**

When there is heavy rain or snow outside, all Junior High students will be expected to remove their shoes at the front door. Students will carry their shoes to the top of the stairs where they will put them back on, wipe them dry or take them to their classroom to be stored until the end of the day.

## **Dress Code**

We ask students to choose clothing that is respectful, appropriate for school and reflective of our learning culture. We advise students to dress appropriately for the weather and outdoor breaks.

## **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. Please see our Student Roles and Responsibilities on our [website](#) for more detailed information.

## **Cell Phones and Personal Electronic Devices**

Students in elementary are asked to not bring a cell phone or smartwatches to school. If they do, they can leave them at the office for the day and will be told not to bring them again. There is a phone available to students in the office should they need to call home at any time.

Students in junior high will be expected to turn off and place cell phones in classroom lock boxes during instructional hours with the exception of physical education when they can leave their phones in their lockers. All other electronic devices must be kept in students' lockers. They may access their devices during scheduled breaks.

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 the end of the day. The classroom teacher will make a note of this in the student file and call home.
- **Strike 2**
  - The student will talk to an administrator who will call home and make note on their file. Their phone will now be required to be dropped off in the office at the beginning of every day for a week. They can retrieve the phone from the office at the end of the day.
- **Strike 3 (and beyond)**



- o Students will be required to sign their phone into the main office at the beginning of each day for a longer period of time as determined by the administrator. Administration will make a note on the student's file and inform 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. In an effort to support learning, please refrain from texting your child during school time.**

## **Closed Campus**

In the interest of student safety, Dr. Donald Massey (DDM) School has a "Closed Campus" policy. This means that during lunch break DDM students must remain on the school property.

We recognize that there are students who live in the 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 office. Students are not permitted to go to stores (including 7-11) or friends' homes during the lunch period.

## **Smoking/Vaping**

Smoking, including the use of electronic cigarettes or e-cigarettes, is prohibited on school property. Students are not permitted to be in possession of these items. 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 partake in such activities. More information can be found in the 2024-2025 Student Rights and Responsibilities document.

## **Cold and Inclement Weather Policy**

It is expected that elementary students will be dressed warmly enough to be outside for 15 minutes each morning and afternoon during recess, as well as 20 minutes at lunch break. When the temperature including wind-chill is -23 Celsius or colder, regular outside recess will be cancelled and students will remain indoors under teacher supervision. Recess may also be cancelled due to air quality 7 or higher or other inclement weather.



## **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, email 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, google classroom, and other school information through SchoolZone. Once a month the Massey Update is sent out to parents through email. Please make sure your contact email is up to date in the office.

## **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. Should an emergency occur out of school hours, communication will occur as soon as possible to ensure your child and family's safety. Please ensure we have the correct contact information in the office.

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.

## **Field Trips**

Classes participate in a variety of field trips. Trips are curriculum based and enhance classroom learning. Prior to each trip, parents are notified of all particulars pertaining to the specific field trip (cost, method of transportation, itinerary, supervision etc.). Families will be asked to pay for the field trips before the date of the field trip and not allowed to participate if not paid before. However, 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 an alternative space. Students are requested to return a parent signed permission form in order to participate in each field trip.

## 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 early in the school year.

## Mav Shack – School Store

Students are expected to bring a healthy lunch from home on a daily basis. The Mav Shack, our school store, will sell a small selection of items on Monday through Thursday, and closed on Fridays. JH and Div 1 will be able to line up and purchase items with cash during the first half of lunch and Div 2 will be able to do the same during the second half of lunch. Microwaves will NOT be available for students to warm up their food.

## 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. During registration, if you identified your child as requiring support for the administration of medication, a letter was sent home by your homeroom teacher. Please return the attached forms to the school for our records.
- In cases where non-prescribed medications (such as Tylenol) are sent to school, parents must provide the following information to the teacher in writing:
  - o date note is written (e.g. November 6)
  - o exact dosage (e.g. 1 regular Tylenol)
  - o frequency/time (e.g. twice a day, 9:00 am and 2:00 pm)
  - o duration (e.g. twice a day for today & tomorrow – November 6 & 7)

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

## Epi-pens

In the case your child requires the use of an Epi-pen, we request one be provided to the main office. It will be stored in an envelope with your 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. On field trips, 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.

## Allergies

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 aware." Parents and students are expected to adhere to the guidelines laid out in these instances. **Please make sure that teachers are aware of any allergies and that students with allergies know to not share any food.**

## 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 (see our Assessment Plan for detailed information). Success conferences will be scheduled for all students and parents/guardians in the fall and a celebration of learning will follow in the spring. Conferences strive to develop mutually agreed-upon strategies that can be implemented both at home and at school to encourage improved student success. Parents will schedule conferences through [School Interviews](#), an online system.

## Personal Property

Students bringing 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 at the front entrance. 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

Parents/guardians driving students to school can 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)



Please keep our students safe by:

- dropping students off in any of the above zones, not the middle of the street
- refraining from making **u-turns** and do not park in no parking zones.

When parking in our community, please honor city bylaws and be respectful to our neighbors. Do not:

- block transit drop-off areas or private driveways
- park within 5 metres away from an intersection
- stop within a crosswalk

Please note, with the exception of yellow buses, daycare buses and vehicles with handicap placards, the drop off zone on our school property will be closed during the following times:

### **M-T-W-F**

8:15 - 9:00 am

3:15 - 4:00 pm

### **Thursdays**

8:15 - 9:00 am

2:00 - 2:45 pm



We apologize for any inconvenience this may cause; however, these closures support the safety of our students as they exit and enter our building. Help us support them.

## SchoolZone

[SchoolZone](#) is an information system developed by Edmonton Public Schools. This service provides parents and students with:

- attendance records
- news of school and Division events
- Progress Reports and Individualized Program Plans (IPPs)
- timetables
- access to selected online educational resources
- various 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. If you need a password reset at any time, please contact the school and we will be happy to provide you with the new password and login information.

## 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 8:15 a.m.**) When the weather is very cold (-23° or colder) or raining, 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. It is an expectation that students cooperate fully with supervisors and staff. Supervision is provided for 15 min before classes begin, during recesses, and 15 minutes after dismissal.

## 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 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

Upon arriving, visitors are required to sign in using the QR code and report to the office to receive a visitor's pass prior to going anywhere else in the school.



## **Visitor Parking**

Visitors to the school may park on one of the side streets. Please obey all city bylaws when parking in our community.

## **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 complete an [EPSB Volunteer Registration Form](#).