



# VINCENT MASSEY SCHOOL

## 2021-2022 PARENT/STUDENT HANDBOOK

## MESSAGE TO PARENTS AND STUDENTS

Welcome to Vincent Massey School! At Massey, our priority is to give students the fullest academic, physical, social, and emotional developmental experiences possible. Our academic, athletic, fine arts, options and citizenship programs provide enormous opportunities for student growth.

Academically, the unique learning styles and needs of individual students are recognized and assignments and projects reflect student voice and choice. As well, students are given opportunities for enrichment and additional support. We believe fundamentally in the importance of “options” for adolescent learners and host a complementary program that offers students opportunity to take such classes as Band, Applied Tech, Drama, Art, Foods, Construction, Outdoor Ed., Computer Tech., Fashion Studies, and Leadership over the course of the school year.

Massey features a proud tradition of a very strong physical education program. Students are offered extensive choice in their physical education classes and may access further physical development opportunities through our intramural program and extra-curricular athletic teams in volleyball, soccer, cross-country, wrestling, basketball, badminton, and track and field.

Massey’s Band program has long been renowned for its tradition of excellence. In a relatively short period of time, students develop the skill and ability to perform confidently on several stages in Calgary and across western Canada.

Opportunities for students to further develop their sense of character and citizenship are experienced through our Leadership and Outdoor Ed. classes as well as through involvement with Massey’s student-run “Legacy Corporation” which has been extensively involved in supporting a number of international humanitarian causes.

We wish to maintain close contact with parents and students. Do not hesitate to call us at 403-777-7870 or make an appointment to come in and visit face to face. At Vincent Massey, we believe that any success we have with students at school is dependent upon close cooperation with parents/guardians at home. We value parent input and we encourage all parents to be involved in their children’s education – by volunteering at the school, attending our School Council Meetings, discussing school events and activities with your child, and attending parent/teacher/student conferences.

Please check our website at: <https://school.cbe.ab.ca/school/VincentMassey/Pages/default.aspx> for updated school information and I will be sending out regular school messages by School Messenger email.

We look forward to sharing the Massey experience with you!

Mr. Mark Bylsma, Principal

**SCHOOL CALENDAR 2021 - 2022**

September 1	Grade 7 Orientation		January 4	Classes resume
September 2	All Students		January 31	Non-instructional day
September 6	Labour Day		Feb 17 & 18	Teachers' convention
September 23	School Picture day		February 21	Alberta Family Day
September 24	Non-instructional day		March 11	Non-instructional day
September 30	Nat'l Truth & Reconciliation day		March 18	Last day of classes – spring break
October 8	Non-Instructional day		March 28	Classes Resume
October 11	Thanksgiving day		April 15	Good Friday
October 18	Non-instructional day		April 18	Non-instructional day
October 21	Picture Retake		May 20	Non-instructional day
November 11	Remembrance Day		May 23	Victoria day
November 12	Non-instructional day		June 28	Last day of school
November 26	Non-instructional day		June 29	Non-instructional day - Appeals
December 17	Last day of classes-winter break		June 30	Non-instructional day

Special events unique to Vincent Massey School will be announced  
in bulletins or newsletters.

## Vincent Massey Bell Schedule 2021-2022

MONDAY-THURSDAY	
HR	9:10 – 9:12
1	9:13– 10:11
2	10:12– 11:10
Break	11:10 – 11:15
3	11:15– 12:13
4	12:14 – 1:12
Lunch	1:12– 1:43
5	1:43 – 2:41
6	2:42– 3:40
Bus	3:50 Departure
FRIDAY AND EARLY DISMISSAL	
1	9:10 – 9:43
2	9:44– 10:17
3	10:18 – 10:51
Break	10:51 – 11:01
4	11:01 – 11:34
5	11:35 – 12:08
6	12:09 – 12:42
Bus	12:55 Departs

## SCHOOL HOURS

### STUDENT PICK UP AND DROP OFF

Parents, for everyone's safety, **please do not pick up or drop off your child in the staff parking lots.** Also, please note that buses arrive as early as 3:00 p.m. so please do not park in front of the school after this time.

### EARLY ENTRY

Students will be supervised from **8:55 a.m. to 3:50 p.m.** on regular school days. **Please do not drop students off before 8:55 a.m. unless they are involved in a specific teacher sponsored activity – the doors may not be open and there will be no teacher supervision.**

Some sports or school activities take place in the mornings. Students involved may enter early to go to these activities. There must be a teacher on duty for all such activities. **Students are requested to leave the building within 15 minutes of dismissal unless under the direct supervision of school staff for extra-curricular activities.**

The school operates a number of extra-curricular activities for students, in the early morning, at noon, and after school. Students interested in participating should listen for announcements related to commencement of these activities.

**Students not in regular attendance on a particular day will not be permitted to take part in extra-curricular activities on that day.** This includes such activities as athletic contests, performances, and school dances.

## ATTENDANCE Administrative Regulation 6020

The Calgary Board of Education recognizes the strong positive correlation between attendance and a student's success in school. Regular attendance sets students on the path to reaching their full potential. At Vincent Massey, we use a whole school approach to attendance to strategically allocate our resources and create a positive culture where students feel a sense of belonging.

A Whole School Approach is widely recognized to promote students' health, safety and well-being; research informs us that by grade 9, regular attendance is a better predictor of graduation rates than test scores. Research supports using this comprehensive model to address a complex problem like attendance. Parents, students and teachers all play a part in promoting and facilitating opportunities for students to attend school regularly. It is the responsibility of parents to ensure compliance with this requirement and the responsibility of schools to ensure parents are informed promptly when the attendance of students is not satisfactory.

It is critical that parents and our community partners understand that chronic absenteeism (missing 10% or more of instructional time) can negatively influence a student's learning. That early contact regarding attendance requirements will be made with students whose attendance is irregular, and with their parents; and that contact will be followed up with efforts to effect and maintain improvement, including the development of an attendance improvement plan and appropriate follow-up reviews.

### Please communicate all absences, lates and early dismissals

Parents/Guardians are asked to phone the school and leave a message (777-7870 #1) or send a note if their child will be absent. If students are leaving early, parents can either call the school or send a dated note signed by a parent/guardian requesting an early dismissal. Notes are to be brought to the school office prior to morning homeroom.

Please note that parents can access the record of attendance for their student(s) on **PowerSchool** on our website: [www.cbe.ab.ca/b628](http://www.cbe.ab.ca/b628)

**Progressive Student Discipline / Code of Conduct** Administrative Regulation No. 6006

Vincent Massey School is committed to providing students and staff with welcoming, caring, respectful and safe learning environments that foster a sense of belonging and respect diversity. We support personal development, character and citizenship by managing discipline through a progression of proactive, preventative, and restorative strategies.

Students are expected to behave in a manner that complies with the Student Code of Conduct (*Administrative Regulation 6005*) and contributes to a welcoming, caring, respectful and safe learning environment. Students have a responsibility under the School Act to respect the rights and dignity of others and to proactively participate in promoting and fostering positive relationships while participating in all school learning and activities, on and off campus.

Vincent Massey School expects students to exhibit socially responsible and respectful behaviours so that teaching and learning are maximized. Student behaviour must not contravene the rights and provisions identified in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Discrimination, bullying and harassment in any form will not be tolerated. Discriminatory behaviour that breaches the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms will not be tolerated.

Students at Vincent Massey School are expected to demonstrate respect for self, others and the school environment through:

- i. Respecting differences in people, their ideas and their opinions, including when there is disagreement
- ii. Embracing all diversities
- iii. Respecting the needs of others to work in an environment that is conducive to learning and teaching
- iv. Respecting the rights of others.

Students are expected to;

- 1) model positive social behaviours in all interpersonal interactions;
- 2) being courteous and treating each other with dignity;
- 3) using positive and inclusive language;
- 4) demonstrating good digital citizenship by using technology in ethically and responsible ways;
- 5) taking responsibility for personal belongings and respecting the belongings of others;
- 6) demonstrating caring and compassion for others including:
  - i) showing empathy,
  - ii) being considerate of others and their situation; and
  - iii) creating an environment of kindness.

Students must comply with the School Act including:

- a) being diligent in pursuing their studies;
- b) attending school regularly and punctually;
- c) cooperating fully with everyone authorized by the CBE to provide education and other services;
- d) complying with the rules of the school; and
- e) accounting to the student's teachers for the student's conduct.

Students may be held accountable for behavior that impacts the school beyond the hours of school operation when their conduct detrimentally affects the personal safety and well-being of individuals, the learning environment, or the effective operation of the school. Students engaging in conduct that does not contribute to a welcoming, caring, respectful and safe environment may be subject to discipline up to and including suspension or expulsion.

Students have a responsibility to not participate in or tolerate bullying while on school property, participating in school events, traveling to and from school, or in any other circumstances that may impact the school environment. Students who are subject to or a witness of bullying, harassment, unwanted behaviours, or conduct that interferes with maintaining a welcome, caring, respectful and safe environment, should report that conduct to a classroom teacher, an advisor, guidance counsellor, or any other staff member with whom they feel comfortable.

Responses to student behaviour include a consistent, universal school-wide approach, based on fair and predictable responses to negative behaviours. Progressive student discipline strategies focus on support and corrective actions that provide opportunities to learn while focusing on improving behaviour. Students are expected to model and reinforce socially responsible behaviours. Students shall be treated fairly and with dignity.

### Digital Citizenship in the CBE

AR 1062 Responsible Use of Electronic Information Resources

AR 1067 Use of Social Media

Digital Citizenship (DC) is having the knowledge, skills and attitudes needed to demonstrate responsible and respectful behaviour when using technology or participating in digital environments. We view digital citizenship as a shared responsibility between students, parents and the school. We appreciate families supporting our work by discussing with their children their role as digital citizens.

DC encompasses:

- Digital Self - Respectfully and responsibly create and manage a positive personal digital presence.
- Digital Interactions - Respectfully and responsibly interact, collaborate, and build relationships with others to create value in the digital and physical world.
- Digital Learning - Evaluate and select information sources and digital tools based on the relevance to specific learning tasks.
- Digital Rights & Responsibilities - Understand regulations governing the use of digital content, products and services, data storage, and ownership.
- Digital Safety & Security - Responsibly manage and protect digital identity and online presence.
- Digital Commerce - Understand and recognize the nature of commercial transactions in the digital world.

**When at school, digital devices are not to be used during instructional time unless the student has prior approval from the teacher to use the device for educational purposes.**

Each user of digital devices, including posting on Social Media shall:

- 1) Use ethical and respectful behaviour when conversing or posting material;
- 2) Not disclose or post confidential, personal or sensitive information pertaining to the CBE, themselves or other persons, including but not limited to family members, teachers, students or friends;
- 3) Respect intellectual property rights of others and fair use of content;

4) Ensure postings and/or communications are professional, in good taste, made in a positive tone, exercise good judgment, and do not reflect negatively on the CBE, its students, teachers, staff, Trustees or other stakeholders; and

5) Be aware of the user requirements stipulated in a school's Digital Citizenship policy.

Any violation of this regulation, or the principles or expectations set out in it, may result in those consequences outlined in Administrative Regulation 1062 – Responsible Use of Electronic Resources.

Users of [CBE Electronic Information Resources](#) are responsible for:

- accessing only those resources for which they have been authorized;
- not accessing resources for others, or ask others to access resources on their behalf, where authorization does not exist;
- ensuring that passwords are kept private and are not shared;
- taking precautions that are consistent with the sensitivity in maintaining the privacy of data that is under their custody;
- ensuring that personal use is limited and does not interfere with the individual from carrying out assigned duties, roles and responsibilities; and does not interfere with the mission of the CBE;
- making sure that inappropriate electronic material is not accessed, stored, or distributed;
- ensuring security systems are not intentionally bypassed and evidence of inappropriate activities are not deleted;
- not carrying out hacking or illegal activities;

Any violation of this regulation, or the principles or expectations set out in it, may result in

- 1) loss of access privileges
- 2) student disciplinary measures under Administrative Regulation 6001 – School Discipline

Our expectation is that students become educated and responsible Digital Citizens. Students who breach any of the above points will be dealt with on an individual basis and may result in:

- Restriction or loss of technology privileges
- Restriction of use or confiscation of personal device
- School based disciplinary consequences: and/or
- Police intervention and/or legal action

We view digital citizenship as a shared responsibility between students, parents and the school. We appreciate families supporting our work by discussing with their children their role as digital citizens.



### ***Emergency Communication Blackout***

In the event of an emergency or critical incident, students will follow administrators' and teachers' direction to observe a communication blackout until the emergency is resolved. This may include students giving their devices to a teacher during the incident.

## **Student Acceptable Use Policy for School Computers and Personal Networkable Devices**

### *Acceptable Use of Electronic Information Resources*

Student use of school computers and network access for student-owned networkable devices. [laptops, iPods, cell phones, tablet computers, iPads, etc.] require teacher permission and supervision. By utilizing the school's computers or accessing the network with personally-owned networkable devices, the following agreement is accepted:

#### *While using technology, students WILL:*

- access, critically assess, and communicate information and understanding;
- seek alternative viewpoints;
- collaborate during inquiry;
- construct and demonstrate personal knowledge and meaning;
- organize and manipulate data and make cross -curricular connections; and
- practice digital etiquette.

#### *While using technology, students WILL NOT:*

- take a picture, or make a video or audio recording, of any student or teacher without first obtaining their permission;
- provide a CBE username and password to someone else;
- use obscene language or harass, insult, or attack another person or their reputation;
- trespass in others' folders, work, or files;
- access, post, send or download inappropriate material;
- post, publish, circulate or distribute personal information (including pictures) about oneself or others without the supervision and consent of a staff member;
- damage, move, or open school-owned computers or accessories
- use someone else's CBE account;
- assume another person's identity;
- view web pages through a proxy server;
- run an application or program from an external storage device (e.g. memory stick); or
- view web pages that are clearly labelled as being intended for adults only and those with content that contains or depicts:
  - vulgar or lewd descriptions or image of human bodies;
  - violent acts;
  - on-line gambling; or promotion of illegal activities, including drug use

**\*\*Parents: please do not call or text your child on their cell phone during class time. If you need to contact your child, please call the office and we will track down your child.**

**\*\*Parents: Cell phones are not allowed in the locker rooms for obvious privacy protection concerns. Cell phones that are found in the Phys. Ed. locker rooms will be confiscated and parents will be contacted. Parents will then be expected to pick up the cell phones from the school administration.**

**\*\*Please be advised that any confiscated phones or digital equipment will be placed in the school safe and will only be returned at the end of the school day.**

### Standards of Dress and Grooming - Administrative Regulation 6010

The criteria for standards of dress will encourage:

- (a) the cleanliness, neatness, and generally positive attitudes;
- (b) appropriateness for the particular activity; and
- (c) safety in all activities

All students should have:

- (a) appropriate clothing suitable for indoor wear,
- (b) suitable footwear,
- (c) physical education clothing as required,
- (d) special protective clothing in shops as required,
- (e) hair that does not represent a hazard in areas where hair could be caught in equipment

The principal may require any student not conforming to dress standards to return home and change to suitable clothing before being admitted to class.

### Lunchtime

Students who behave appropriately are invited to eat their lunch at school whenever necessary. **It is expected that students will observe acceptable table manners, clean up the table or area where they have eaten when they have finished, and treat all supervisors with respect.**

- **Leaving campus at lunch is a privilege given to our students. Students are expected to act in a respectful manner at all times. Students who violate the Code of Conduct while off campus will have their off-campus privileges revoked and could be subject to detention or suspension.**
- **Students must return to school on time for classes.**
- **Back alleys and private yards are OFF LIMITS to students.**

### Bicycles, Skateboards, Scooters etc.

To ensure safety in an area where many students are congregating, bicycles, skateboards and scooters are not to be ridden on the sidewalks or on the grounds. Bicycles must be parked in the racks provided and it is strongly recommended that they be locked.

**Students bring bicycles, skateboards or scooters to school at their own risk.**

**Skateboarding and riding scooters are not permitted on school property including the sidewalks surrounding our school.**

## LOCKERS, LOCKS AND BACKPACKS

Each student is assigned a hall locker and lock. In addition, each student is provided with a lock for a physical education locker. All students must keep their combinations confidential to protect their personal property.

School lockers are school property, therefore, students suspected of possessing items which would contravene the school Code of Conduct could have their locker searched. The student may or may not be present.

Students are only to access lockers during schedule times or with the permission of a teacher.

**LOCK UP ALL VALUABLES, INCLUDING PURSES AND WALLETS.**

**It is very difficult to recover lost items.**

## PHYSICAL EDUCATION CLASSES

All students are expected to participate in Physical Education classes.

Students unable to participate require a note from parents or guardians. A doctor's note will be required if a student is to be excused for more than a week.

Students are required to change into running shoes, and Vincent Massey shorts and T-shirts for every Phys. Ed. class. T-shirts and shorts may be purchased from the Phys. Ed. Department.

**All Phys. Ed. clothing should be clearly identified with the owner's name.**

## MEDICATIONS

School staff is not permitted to provide any form of medication including Tylenol, Advil etc. Band-Aids are available at the office for small cuts and scratches. The administration of medication to students is the responsibility of the parent and the student's physician. Students are expected to take needed medications at home.

Notwithstanding the above, medications may be taken by a student at school provided that:

- The student's attendance depends upon taking medication at school.
- A properly completed and signed **Medication Application and Release Form** has been received from the parent and approved by the principal.

## ILLNESS

A student who becomes ill should ask the teacher for permission to report to the office. In the office, a decision will be made whether to contact a parent to make arrangements to receive the student at home or invite the student to spend some time in the office.

## Assessment & Reporting

The primary purpose of assessment is to improve student learning. In The Calgary Board of Education, assessment is an integral part of the teaching and learning process. Personalized learning occurs through flexible, responsive relationships between the teacher, the student and the content within the instructional core. Assessment includes a continuous cycle of instruction, gathering evidence from a variety of sources, interpreting that evidence and making adjustments to teaching practice. Teachers support students in an active pursuit of learning, developing self-understanding and participating in decision-making. To ensure report card grades are as accurate and fair as possible, teachers employ the research-based summative assessment practices.



Report cards summarize and communicate information about student achievement, progress and growth.

The K-9 Report Card includes both achievement indicators and comments.

Achievement is organized by course, then by report card stems and reported against Program of Study outcomes using achievement indicators.

For both reporting periods, achievement indicators are recorded for all report card stems for each course in which the student is enrolled. Achievement indicators reported on the first report card reflect a body of evidence that may include: outcomes that have been assessed to their full depth and breadth; and outcomes that have been assessed only to a certain point in the learning.

### Student learning conferences communicate progress and achievement information

The purpose of student learning conferences is to communicate information about progress and achievement in relation to the outcomes from Programs of Study, IPP targets and/or Revised ESL Benchmark indicators. • Structured student learning conferences may take place in person at the school, via phone calls, or using a virtual video conferencing platform, as appropriate. The dates of student learning conferences will be communicated on the school's website. At a student learning conference: teachers will share evidence of individual student learning (e.g., student work assessed against established criteria, student reflections). Time and space are provided for the family to have one-on-one conversations with teachers specific to their child's learning.

**Conferences can be booked through "My CBE Account".**

## FIRE DRILL REGULATIONS AND LOCK DOWN PROCEDURES

### Fire Drill

CBE schools are required to conduct six fire drills over the course of a school year. Evacuation instructions are posted in each classroom. When the fire alarm sounds, these directions are to be followed immediately.

### Lock Down Procedures

CBE schools will conduct two lock down drills over the school year. This procedure is used if an intruder enters the school. It may also be implemented for situations such as a gas line rupture in the neighborhood. Generally, a staff member will have become aware of and be concerned that the situation is a threat to school safety and security. They will have then phoned/contacted the office immediately to advise them of a threatening intruder in the building. The staff and students will then proceed to follow our school "Lockdown" procedures.

## SCHOOL COMMUNICATION

**Don't miss out on school messages!** To ensure you receive important information from your child's school and the Calgary Board of Education, please:

1. [Subscribe online](#) to receive commercial electronic messages on school topics such as student fees, picture days, field trips and fun lunches. (The link will open into a separate website managed by School Messenger, our mass communication tool.)
2. In addition, to receive **any** text messages sent by your school or the Calgary Board of Education, opt-in by using your cell phone to text the word **YES** to the six-digit number **724665**.\*

If your contact information changes or needs updating, please:

- Tell your school
- Subscribe online again, if your email address changes
- Opt-in for text messages again, if your cell number changes.

### About School Messenger

Most school messages are sent to parents through School Messenger. It's a mass communication tool that allows schools to easily and securely send email, phone and text messages to parents/guardians of students in a particular grade, class, school or area. Messages are sent to the parent contacts on file at your school.

Information is updated on a regular basis on the school website;

[\(http://schools.cbe.ab.ca/b628/\)](http://schools.cbe.ab.ca/b628/)

Our Newsletter is prepared weekly and posted on the school website and sent out through SchoolMessenger