

## Joey Moss School Handbook

*Principal -Mrs. Colleen Marshall*  
*Assistant Principal K-6 -Mrs. Christy Prowse*  
*Assistant Principal Jr High -Ms. Melissa Bruins*

### School Philosophy

We believe:

- Every member of our community is special and can be successful.
- In working collaboratively with families to provide safe, caring and inclusive learning.
- In building positive relationships with students to foster academic growth.
- In classrooms driven by student engagement, curiosity and experiential learning.

### School Spirit

We build school spirit through:

- Theme dress up days
- Whole school events e.g. Joey Moss Day, Carnaval d'Hiver, Ninja Dash
- Intramurals for Grades 4-8
- Offering school swag
- Offering monthly hot lunches
- Bringing in guest speakers and special presentations
- Cross grade buddies

### Clubs

Each year we offer a variety of clubs depending on student interest and staff availability. These are some of the clubs we may offer during the 2024-25 school year.

Running (outdoor)	Makerspace	STEM	Games	Choir
Track (indoor)	Art	Coding	Leadership	Community Helpers
BINGO	Chess	Sphero	Public Speaking	Fitness

LEGO	Ski	Games Squad	Library	Patrols
Puzzle	Math	Yoga	Bollywood	Drawing
Origami	Bracelet Making			

### **Junior High Sports**

We are committed to offering sports teams and extra-curricular activities for our junior high students. During the 2024-25 school year, we will be offering running club, soccer, volleyball, curling, basketball, badminton and flag football. Other opportunities may arise throughout the year.

### **Music Program**

Elementary students receive weekly music instruction from our music specialist. Music learning activities include: singing, learning of musical elements, reading and writing music, memory work, listening, improvisation, movement, and playing instruments. Students may have opportunities to perform at a winter concert, assemblies or on music field trips. Our music specialist leads a choir for Grades 3-6 and takes the students on a field trip to perform.

### **Junior High Flex Blocks**

Rather than enrolling in set “options” each trimester, students in Grades 7, 8 and 9 will have the opportunity to participate in six Flex blocks per week (starting in the 2025-26 school year). These will be used for academic interventions and extensions, CTF activities, and Fine Arts. Most blocks will be individual sessions to give students greater flexibility and choice in the options they have. There will also be some field trip offerings during these times (at an additional cost).

### **French as a Second Language**

Students at Joey Moss learn French as a Second Language starting in Grade Four and continue throughout junior high. Students receive 150 minutes of French instruction each week. Students participate in an annual Carnaval experience to learn more about French Canadian Culture.

### **Communication ~ SchoolZone**

The main source of communication regarding school news, homework, field trip consent forms, progress reports, etc. will be available through a secure website called SchoolZone. At the beginning of the year, you will be given a user I.D. and password for you and your child. Keep this login information in a safe place. You will use it every year your child is enrolled in an Edmonton Public School. Also note that fees are able to be paid via SchoolZone, under the “fees” tab.

Please check SchoolZone on a regular basis. You will receive email notification when there are new postings.

## **Fees**

*Field Trip Fees:* Families are responsible for paying for their child's field trip fees. Specific information outlining all costs will be sent home at the beginning of October. Fees are paid for the whole year and fees are paid through SchoolZone.

*Kindergarten Fee:* Kindergarten has a craft fee of \$25 for the year. If families would rather purchase the necessary craft supplies, the school will provide a list.

*Lunch Program:* Families have the option of having their elementary aged children stay at school for lunch. Families pay a fee for supervision if they choose this option. Lunch fees are paid through SchoolZone.

## **Transportation**

Bussing is offered to students in our Interactions program at no charge. Students in the regular program who reside in the school's attendance area, and greater than 1.6 km away from the school in grades K-6, and live at least two kilometres away and Edmonton Transit Service (ETS) is not available in grades 7-9, may apply for transportation through epsb.ca. There is a monthly transportation fee for students who access this service.

## **Lunch Program for Grades 1- 6**

Joey Moss provides a lunch program as a service for students who are unable to go home for lunch. Lunch fees cover the cost of paid supervisors during the lunch break. Fees are determined each year and posted on SZ. Students bring their own lunch from home. Parents are encouraged to use thermos if your child likes a warm lunch since students do not have access to microwaves.

## **Nut Safe**

Many children have severe nut allergies and we are a Nut Safe School. All snacks and lunches must be nut-free. Kindergarten students will have a scheduled snack time in class during the fall/winter, but as spring approaches, they are welcome to take a snack outdoors with them during recess. Students in Grades 1-6 have the opportunity to eat a snack during morning recess. Junior high students have short breaks between classes to grab a snack.

## Junior High Lunch Hour

Junior High students will eat their lunch with classmates. Supervision is provided by school staff and therefore junior high students will not be charged lunchroom fees. Joey Moss is a closed campus during lunch. Junior high students have the opportunity to go outside; however, they are not allowed to leave the school grounds.

## Drive-Through

Joey Moss has a double lane drive-through. The drive-through is open to families whose children can independently get out of their vehicle. From 8:15-8:35 am, staff members direct traffic and open car doors to help keep traffic flowing. Please follow these drive-through rules.

- Parking is only for parents that are volunteering, Interactions students, and guests to the school. If you need to park and walk your child to the door, please park on the street.
- Primary drive-through users **MUST** turn **RIGHT** to exit the school lot, secondary drive through users **MUST** turn **LEFT** to exit.
- Parents **must** stay in their vehicle. Children **must** exit from the passenger side, so please arrange your car seats accordingly.
- Please **pull up** to the front of the drive-through.
- Please do not pull around slower vehicles. We greatly risk hitting a child crossing in the crosswalk if there is more than one lane of traffic trying to drive-through. The drive-through is a line up; everyone's time is valuable.
- Please only unload your children in the unloading zone. Do not unload your children on the bend of the drive-through.

## Cold Weather

When the temperature reaches  $-23^{\circ}$  C or below (with windchill), a green dot will be placed on the school doors and students will be allowed to wait inside until the start of school. Recess will also be held inside if the temperature is  $-23^{\circ}$  C or below. It is important to dress your child for cold weather, even on these "green dot" days, as they will be outside for recess if the temperature rises.

## Lockers

Individual lockers are assigned to students on the second floor. Use of lockers is a privilege and the school reserves the right to access all student lockers as required. A student's access to a locker can be removed if their behavior warrants. It is required that students bring a combination lock for their locker. We recommend letter/number combination locks versus keyed. Each student is responsible for the security and tidiness of their locker. Lock combinations are recorded by homeroom teachers and filed in the office for the benefit of students and parents. It is important

that lock combinations not be shared with anyone else for security reasons. If students change locks, they must report the new combination to their homeroom teacher and to the office.

## School Times



## Hours of Instruction 2025 - 2026

ELEMENTARY TIMETABLE		
MON / TUES / WED / FRI		THURS
8:30 – 8:30	Warning Bell, Entry	8:30 – 8:30
8:35 – 9:07	Period 1	8:35 - 9:07
9:07 - 9:39	Period 2	9:07 - 9:39
9:39 - 10:11	Period 3	9:39 - 10:11
10:11 - 10:26	Recess	10:11 - 10:26
10:26 - 10:58	Period 4	10:26 – 10:58
10:58 - 11:30	Period 5	10:58 - 11:31
11:30 - 12:14	Lunch	11:31 - 12:14
12:19 – 12:54	Period 6	12:19 - 12:54
12:54 - 1:29	Period 7	12:54 - 1:29
1:29 - 2:04	Period 8	Dismissal 2:01
2:04 - 2:19	Recess	
2:19 – 2:54	Period 9	
2:54 - 3:29	Period 10	

JUNIOR HIGH TIMETABLE		
MON / TUES / WED / FRI		THURS
8:20 – 8:30	Entry (free flow)	8:20 – 8:30
8:35 – 9:30 55 min	Period 1	8:35– 9:30 55 min
9:30 - 9:35 5 min	Transition Break	9:30-9:35 5 min
9:35 – 10:30 55 min	Period 2	9:35-10:30 55 min
10:30 – 10:35 5 min	Transition Break	10:30-10:35 5 min
10:35 – 11:30 55 min	Period 3	10:35-11:31 56 min
11:30 - 12:19	Lunch	11:31-12:19
12:19 - 1:15 56 min	Period 4	12:19-1:15 56 min
1:15 - 1:20 5 min	Transition Break	1:15-1:17 2 min
1:20 - 2:16 56 min	Period 5	1:17-2:01 44 min
2:16-2:21 5 min	Transition Break	
2:21-3:18 57 min	Period 6	

INTERACTIONS TIMETABLE		
MON / TUES / WED / FRI		THURS
8:20	Entry	8:20
2:35	End of Day	1:30

## **Absences and Reporting Attendance**

Attendance will be taken at the start of the morning and afternoon for elementary students and every period for junior high students. If your child will be absent for any reason (illness, appointment, vacation), please enter the absence in Schoolzone, phone the school office or leave a voicemail with your child's full name, classroom number and reason for absence. If your child is absent and we have not heard from you, we will get in touch to confirm that your child will be absent from school. Please be sure that the school office has a current phone number and emergency contact person.

Attendance for junior high students is taken each block. Students who arrive after the bell are marked late for the block. If students are late for more than one block within the school day, they will be required to go to a "Quiet Room" the following day during the lunch hour.

## **Absences for Holidays**

If parents choose to take their children out of school for a holiday or extended trip then the parent is choosing to accept responsibility for their child's learning during that period of time. Teachers are not required to provide handouts or homework packages for holidays. We encourage children to read and keep a journal. Evaluations may indicate "Insufficient Evidence Available (IEA)" on the progress report. If you have scheduled a holiday, please let the teacher and the office staff know.

## **Personal Mobile Devices**

Students in Kindergarten through Grade 9 are **not** permitted to use cell phones, smart watches, earbuds or personal electronic devices at any time during the school day (from the entry bell until they leave the building after school). This includes outdoor instructional time (e.g. recess, lunch, Phys Ed, Outdoor Ed, community walks, etc).

Personal electronic devices must be put away at all times while in the building, either turned off or on silent. They may not be used in classrooms or hallways, including washrooms, locker rooms, the flex space, or gym except under the direct supervision of a staff member (e.g. in an emergency situation). The school will not be responsible for damage or loss of these personal devices.

Exceptions to these guidelines will be made for students who have Medical Management Plans (MMPs) and require their phones for medical reasons.

If a child needs to call home they need to notify their teacher and the school office staff will call their parent. Please review Joey Moss school's [personal mobile devices policy](#).

## **Parent Volunteers**

Volunteers are valued at Joey Moss. Parents and family members will have many opportunities to help with students in the classroom, assist teachers with the preparation of materials, chaperone field trips, help out in the library, or read with students. If you plan to volunteer in any capacity please be sure to fill out a Division volunteer form, which will be available on SchoolZone. On days when you volunteer, please be sure to sign the volunteer "sign-in" book located in the office.

## **School Council**

Joey Moss is fortunate to have a strong School Council. The parents work collaboratively with the school administration and staff as well as the Joey Moss Fundraising Society. The parents' goal is to make Joey Moss the best school for our children. We would love for you to come out this school year where you can; either just attend a meeting to stay informed, join a committee and/or join our board. Meetings are held monthly and last about an hour. If you have any questions, please contact us at [joeymoss.schoolcouncil@gmail.com](mailto:joeymoss.schoolcouncil@gmail.com).

## **The Joey Moss Fundraising Society**

The Joey Moss Fundraising Society is a parent run society that was created to provide financial support for the school. The Joey Moss Fundraising Society holds monthly meetings on the same evening as our School Council as the two groups work very closely. All parents are welcome to attend meetings. They organize fundraisers and use the proceeds to enhance the educational experience in our school. If you have any questions, please contact us at [joeymossfundraising@gmail.com](mailto:joeymossfundraising@gmail.com).