



# **Rosslyn**

## **SCHOOL**

### **2017 - 2018**

## **STUDENT HANDBOOK**

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Mrs. Tammy Tchir, Principal

Mr. Pablo Rossi, Assistant Principal

Mr. Darrel Robertson, Superintendent of Schools

Ms. Cheryl Johner, Ward A Trustee



EDMONTON PUBLIC SCHOOLS



## School Vision

Rosslyn Junior High is a school that provides meaningful learning experiences that will enable all students to attain at their highest possible levels and all staff members to grow professionally and personally in an atmosphere of mutual trust and respect. The staff, students, their families and the community will work collaboratively in pursuing the mission of excellent results for all members of our school family.

## Students Rights and Responsibilities

All Rosslyn students have a right to learn, to be respected, hear and be heard, and be safe.

## Responsibilities/Expectations of Students

All Rosslyn students will:

- Attend, be punctual and arrive prepared for all classes;
- Recognize and respect the rights of all students to learn and teachers to teach;
- Recognize that lockers are the property of Rosslyn School, and keep their assigned locker clean and damage free;
- Respect the authority of all adults affiliated with the school;
- Treat each other with courtesy and respect;
- Behave at all times with dignity, responsibility and appropriateness;
- Keep hallways clear and quiet during class time;
- Refrain from the use of profanities, racial comments or insulting statements;
- Not be in possession of vapour sticks or be under the influence of alcohol, tobacco products, drugs, or any illegal substance;
- Dress appropriately for school;
- Not bully, harass, threaten or intimidate other students;
- Not be in possession of any weapon or dangerous goods;
- Not visit or attend other schools without an official appointment.
- Willingly attend all intervention blocks and try their best.
- Not display any inappropriate public affection.

Staff will work with families to support students to meet these expectations. In cases where a student fails to meet the expectations for appropriate behaviour, consequences may occur. (Reprimand, parental involvement, loss of privileges, detention, exclusion from class, community service, suspension or expulsion from the school/district, various charges may also be pursued by police.)

A recommendation for expulsion from Rosslyn School or the district will likely occur as a result of any of the following infractions:

- being in possession of a weapon
- being involved in the sale of contraband or any illegal substance
- any other serious offense which threatens the safety or well-being of students or staff.

## Progress Reports

**Interim Progress Reports** for language arts, mathematics, science, social studies and the second language courses will be uploaded to SchoolZone on the following dates: **October 18, February 2 and May 14, 2018**. Some teachers may choose to provide Interim Reports on other occasions throughout the year. There is no calculated average or grade given on the interim reports. All of the interim reports will list the Learning Activities and Assessment Activities which have been completed thus far.

**Report Cards** will be posted on SchoolZone on **December 6, March 21 and June 28, 2018**. They will include a letter grade which reflects the student’s current academic performance. They will also include curriculum and instructional comments from the teachers. The table below gives the descriptors of each letter grade. If you would like a hard copy, please contact the school at 780-453-1576.

Letters	Percentages	Descriptors
A	80-100	Exemplary
B	65-79	Proficient
C	50-64	Adequate
D	0-49	Limited – student has demonstrated insufficient performance in relation to learner outcomes.



## District Approved Codes for Progress Reports

<b>IEA</b>	Insufficient Evidence Available	IEA is used only as a <b>term</b> mark. It lets you know that the teacher doesn't have enough evidence about your child's progress to give a mark at the end of a term.
<b>CMU</b>	Course Mark Unavailable	CMU is a mark used only at the end of a course. It lets you know that over the entire course the teacher didn't have enough evidence to give a final mark.
<b>NGC</b>	Not on Graded Curriculum	NGC is used only as a term mark when a student, identified as having special education needs, is not on the graded curriculum and is issued a progress report.

## School Approved Codes for Interim Reports

<b>CO</b>	Complete	The assigned task is completed
<b>NYC</b>	Not Yet Completed	The work is not yet completed or handed in
<b>OMIT</b>	Omit	The code is used when a teacher decides, using professional judgment, that some pieces of evidence are not needed to determine a student's course mark, and is therefore omitted.

## Grade 9 Provincial Achievements Exams (PAT'S)

May 8, 2018	Grade 9 English Language Arts Part A
June 19, 2018	Grade 9 Math
June 25, 2018	Grade 9 English Language Arts Part B
June 26, 2018	Grade 9 Social Studies
June 27, 2018	Grade 9 Science

## Assessment Responsibilities

To ensure our assessments are fair and accurate, **staff** will:

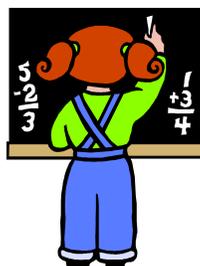
- Provide support to struggling students
- Maintain thorough and accurate records detailing student achievement
- Communicate, in a timely fashion, student progress and achievement in a variety of ways
- Provide opportunities for students who have performed below expectation or who have missed an assignment or task to complete or re-do all such tasks, when they have shown evidence of relearning
- Schedule appropriate opportunities for students to demonstrate learning
- Program at an appropriate level for each student and indicate the grade level of achievement at the end of the year
- Record and report student achievements and challenges
- Provide multiple re-teaching sessions to students.

To show responsibility for learning and the learning environment, **students** will:

- Attend school regularly and punctually
- Come to class prepared to work and learn
- Complete homework and assignments on time
- Demonstrate pride in completed work by ensuring that all assignments are completed to the best of their ability
- Demonstrate their highest level of achievement
- Exhibit respect for themselves and demonstrate self-discipline
- Put forth their best effort at all times
- Come to school everyday prepared to work – not only with the proper materials but also with an attitude that fosters success and achievement
- Ask for help when need
- Accept help and tutorials

To show support of student learning, **parents** will:

- Ensure their child gets to school daily and on time
- Provide the time and place for daily homework
- Show support for school and district policies and regulations
- Actively participate in communicating with staff, including accessing Schoolzone on a regular basis
- Provide their child with the materials and supplies necessary for school



# Homework

The purpose of homework:

- Practice – To reinforce learning and help students master specific skills
- Preparation – Introduces material presented in future lessons. These assignments aim to help students learn new material when it is covered in class.
- Extension – Asks students to apply skills they already have in new situations
- Integration – Requires students to apply many different skills to a large task, such as book reports, projects, creative writing



## Attendance Policy

Attendance is crucial to academic success. Research shows that missed classes leads to problems in most subject areas. We use an electronic phone out system to inform parents of absences. Daily telephone calls will be made by the automated system between 4:00 and 9:00 p.m. informing parents of their child's absences and attendance will be monitored. Parents are asked to inform the office of any planned student absences with a note or phone call to 780-453-1576.

Under the provisions of Section 12 and 13 of the School Act, students under the age of 16 are required to be enrolled at a school and to attend school regularly and punctually. The following attendance policy is followed at Rosslyn School:

1. Students and parents will be informed of Rosslyn School's attendance policy.
2. Holidays taken during the school year are considered 'confirmed' but unexcused absences and may hinder the progress of students.
3. Significant attendance issues may result in: letters of concern being sent home, contact from an Edmonton Public School Board Social work consultant and/or referral to the provincial Attendance Board.
4. Extended absences due to poor health should be communicated to administration by parents and a doctor's note provided. Parents are encouraged to work with school staff to arrange for homework or alternative programming is needed.

## Late Policy

Students are expected to attend all classes and be on time. Students who arrive at school late in the morning or after lunch are to report to the office where they will be provided with late slips. Students who have an unexcused late may be expected to make up that time at lunch or afterschool.

## Environmental Awareness Policy

We encourage students and staff to be aware of the scented products they use and

- refrain from wearing them to school whenever possible.
- Use fragrance free or if not available scent free products.
- Modify your use of scented products so that no one outside arms length away from you is aware of it.
- Refrain from bringing perfume products into Rosslyn School.

## Sexual Identity and Gender Orientation Policy

In 2013, Edmonton Public School Board passed a policy that supports safe and caring schools for everyone. This policy specifically protects against harm and bullying based on gender and sexual orientation. Every Edmonton Public School must identify staff members to be Safe Contacts in each school and share the names and locations of these people with our school community. At Rosslyn School the **Safe Contacts are Mr. Rossi and Mrs. Tchir** who can be found in the office. The Safe Contacts receive appropriate training to ensure inclusive communication and support to sexual and gender questioning students and their families to allow them to feel safe, valued, respected and included in our school community.

## Technology Code of Conduct

The following code of conduct is intended to help students and parents of Rosslyn School understand the appropriate and inappropriate uses of the Internet, e-mail and the school network.

The person in whose name the network account is issued is responsible at all times for the proper use of that account **at all times**. Our computer system is intended for the educational use of all of our students and is available to support learning and enhance instruction. Network accounts are not to be used for social media accounts such as Facebook, Instagram, Snapchat, etc. School accounts are monitored by school staff.

It is our general policy that all computers will be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to policies may result in the revocation of the user's access privilege by the school network administration and may result in other penalties.

## Physical Education

To maximize the facilities and spaces around the school while doing physical activities, we provide students with a wide variety of experience and environments in physical education.

Physical education classes in the fall and spring may be doing activities that extend outside the school yard. The students may be using Grand Trunk Leisure, or neighbouring community facilities. Students may also be running or walking in the Rosslyn community.

Students will be expected to use a buddy system when running or walking to community facilities.

Students are expected to follow the class rules whether they are in the gym, on the field, on a run/walk or at another facility.

Students should be dressed appropriately for all physical education classes and activities whether in the school or in the community. (Please see school supply list). Please ensure your child is wearing appropriate clothing and footwear for physical education activities.

Outdoor activities will be cancelled if extreme weather conditions prevail.

## Student Extracurricular Expectations

Any Rosslyn student participating in extracurricular activities – which may include but is not limited to sports teams, school clubs, school council, student committees, band trips – is expected to commit to the following expectations:

- Perform to the best of his/her ability in all classes
- Be an excellent citizen and school ambassador
- Attend and work hard at all practices;
- Communicate with the supervisor if any special circumstances arise.

Failure to meet these expectations may result in a temporary or permanent removal of extracurricular privileges.

Student athletes will be expected to provide a deposit for a uniform that will be refunded upon return of the uniform at the end of the season. Sports teams require a student fee to cover transportation and tournament entry fees.



## Spectator Expectations

Students watching activities in the gym, outside of regular school hours, are expected to behave appropriately and comply with supervisors' expectations. Non-compliance will result in the removal from the gym and potential ban from further school sponsored events.

## GENERAL SCHOOL INFORMATION

### Assemblies

Assemblies are held throughout the year to celebrate important events and to recognize student accomplishments.

### Cell Phone Policy

Our cell phone policy is based on a culture of respect for the rights of students to learn, and teachers to teach. Cell phones should be **OUT of sight during instruction**. Teachers may allow the use of cell phones for instructional purposes. If cell phone use becomes disruptive to the learning environment, student phones may be confiscated for that period or for the duration of the day.

### Conferences

We will have scheduled Parent/Teacher/Student conferences following the first two Report Cards. These conferences will occur on **December 7, 2017** from 5:30–7:30 p.m. and **March 22, 2018**, from 5:30–7:30 p.m. Parents are encouraged to contact their child's teacher throughout the school year to discuss academic achievement and progress.

### Displays of Public Affection

Students are not allowed to display any inappropriate public affection.

### Dress Code Policy

Students whose dress does not meet the requirements of our dress regulations will be asked to change into appropriate wear.

Students are not allowed to wear hats or headgear in the school. Students who do not comply with this rule will be asked to remove their headgear and hand it to the staff member who has made the request. Headgear which includes hats, bandanas, do rags, etc. will be kept in the office and returned to the student at the end of the day. **Students are not to put their hoods up in the school.** Students that are continually reminded to remove their hoods will be referred to the administration.

The key element of our dress policy is moderation. Details are as follows:

- Graphics depicting or suggesting violence, profanity, pornography, alcohol, drugs, etc. will not be permitted on clothing.
- “Underwear” items should remain under cover
- Tops should reach the waistline; midriffs should be covered
- Necklines should be modest. Skimpy tops (i.e. spaghetti straps) and see-through tops are not acceptable. Cleavage should not be visible.
- Shorts and skirts should be of moderate length.
- Pants, shorts and skirts should not hang too low below the waistline.

## ETS and Yellow Busing

Annual bus passes are available for a fee. ETS bussing fees depend on distance from the school. Students attending their designated school and who **reside 2.4 km away or more** pay a fee of \$18 monthly or \$180 for the Annual Pass. Students attending their designated school and who **reside less than 2.4 km away** pay a fee of \$55 monthly or \$470 for the Annual Pass. Students not attending their designated school regardless of the distance pay \$55.00 monthly or \$470.00 for the Annual Pass. The annual Pass Fee must be paid in full by September 15, 2017.

Replacement Cost for a lost or stolen yellow bus pass is \$6 and \$73 for an ETS bus pass.

These passes will be sold the last three days of the month and the first three days of the new month. Students are not allowed to purchase bus passes for other students. Bus passes are valid for unlimited travel and may be used seven days per week, including statutory holidays.



## Field Trips

Activities outside of the school are designed to enhance student’s understanding of curriculum and are therefore part of your child’s programming. Students are expected to attend field trips. Transportation costs may apply.

## Illness

If a student becomes ill during the school day, they should first inform their teacher who will direct them to the office. The office staff will assist them in contacting a parent or guardian where permission will be obtained for them to leave the school.

## Injury

If a student is injured at the school they are must inform an adult immediately. Staff trained in first aid are available and can assess the seriousness of the injury. Parents will be contacted if medical attention is needed.

## Leaving the School

Student's are not allowed to leave the school without parental permission. If a student has an appointment, a note or a phone call is needed to allow the student to leave. The student must sign out at the office before leaving.

## Lockers

Students will be assigned a locker by their homeroom teacher. Locks may be purchased from the school office for \$6. Key locks are only allowed with administrative approval. A second lock for the physical education lockers is recommended.

Physical education lockers are not permanently assigned and the lock must be removed at the end of each period. The school is not responsible for lost or stolen items when locking facilities are provided in the change room.

Students are permitted to go to their lockers before school, between periods two and three (provided it does not make them late for next class), lunch and after school. Students are not to go to their lockers at the end of every period.

Each student shall assume the following responsibilities:

1. The locker will be kept clean at all times. There will be absolutely no stickers, posters, tape or writing on exterior wall or door.
2. Combinations must be recorded with the homeroom teacher. If locks must be replaced or changed, students must inform the office.
3. Each student will keep their books, equipment, or clothes in only their assigned locker. Locker space is not to be shared at any time.
4. Lock combinations are not to be shared with any other student.
5. Lockers are to be kept securely locked whenever unattended.
6. Lockers are property of the school and can be accessed at any time by staff.

## Lunch

All students are welcome to eat lunch in the school, but are encouraged to go home when possible. Microwave ovens are available in the lunchroom.

Our neighbor, Food Masters, will set up near the front entrance if students wish to purchase lunch.

Students eating lunch at school are expected to assist with keeping the space clean. Students who do not remain at school to eat are not to assemble or congregate on neighbouring property or sidewalks.

## Newsletter

To keep our parents informed, a newsletter will be posted on SchoolZone periodically throughout the year.

## Parking Lot

For student safety, please do not use the staff parking at the back of the school to drop off or pick up your child. Students may be dropped off and picked up in front of the school. Please do not park in the school bus zone.

## Parent Contact

We welcome your involvement in your child's education. Visit, phone or volunteer! Rosslyn School policy is to encourage close communication and cooperation between home and school

## School Council

Rosslyn School has a parent association in accordance with the regulations set down by the Alberta Ministry of Education. Please watch for times and dates of school council meetings. The school council discusses issues that the parents or students have concerning education in general or the operation of Rosslyn School in particular. From time to time, the school council sponsors special events that target identified needs, for example, presentations by experts in a particular field such as parenting or computer abuse potential. All parents/guardians are automatic members of the Rosslyn School Council and are encouraged to attend the meetings.

## School Emergency Plan

If the school must be evacuated and the situation warrants the use of an emergency shelter, students will be taken to either the Rosslyn Community League Building (780-457-4141) or Scott Robertson School (780-475-3565). Staff will escort students to the assigned emergency shelter by the shortest, safest route. Six evacuations and two lockdown drills are conducted each year.

## School Fees

The Alberta government passed legislation to reduce school fees for Alberta families. There are no instructional fees for any core course, nor are there fees for student council membership, textbook rental, caution fees or locker rental. As in all junior high schools, there may be fees charged to cover field trip or extra curricular activities.

## School Hours and Schedule

School will run on a Monday to Friday schedule. Students will have six periods a day with early dismissal on Thursdays. The school office will be open at 8:15 a.m. The morning bell rings at 8:37 a.m. Students are expected to be out of the school by 4:00 p.m. unless they are participating in a club, sporting event or school sanctioned event.

<b>Monday Tuesday Wednesday Friday</b>	<b>Thursday</b>
8:42–9:31 Period 1 9:36–10:25 Period 2 10:30-11:00 <b>Intervention</b> 11:08-11:57 Period 3 12:02-12:51 Period 4 <b>--12:51 -1:21 Lunch--</b> 1:26-2:15 Period 5 2:20-3:09 Period 6	8:42–9:26 Period 1 9:31–10:15 Period 2 10:23–11:07 Period 3 11:12–11:56 Period 4 <b>--11:56–12:26 Lunch--</b> 12:31–1:15 Period 5 1:20–2:04 Period 6

## Support Services

There are a variety of support services available to all students. Our school is a proud partner of **ALL IN FOR YOUTH (AIFY)**. As such, we are lucky to have the support of a success coach and family therapist through the Family Centre. We also have a settlement worker, a School Resource Officer, and partnerships with Alberta Health Services, the Neighborhood Empowerment Team, Boys and Girls Club, Big Brothers/Big Sisters, and Strengthening Families. Please contact administration for further information to access any of these supports.

## Textbooks

Assigned textbooks are the responsibility of the student. The cost to replace or repair textbooks may be charged to the student and must be paid prior to the end of the school year.

## Valuables

Students are encouraged to leave valuables at home. School will not be responsible for lost or damaged property.

## Vandalism

Students that have vandalized school property will be given consequences and will incur the costs to fix or replace damaged items.

## Visitors

All visitors must report to the general office upon arrival at the school. Knowing who is in the school fosters a safe environment for all. Students who see a visitor or stranger in the school are encouraged to inform an adult.

## SchoolZone Overview



SchoolZone is an information system developed by District Technology. It provides parents and students with secure online access to school and student information and is **designed to enhance the communication between school and home**. Using portal technology and the convenience of the Internet, it is available any time and any place.

SchoolZone provides **online access to attendance records, school newsletters, achievement results including progress reports, timetables, course history, overdue library books and access to selected online educational resources and much more**. Students have access to **homework, assignments and class news** from their participating classroom teachers, gathered together in a convenient calendar format. By accessing the site, parents will have timely access to information and help them to be more actively involved in their children's academic success. Students have access to a valuable organizational tool to help them plan their time. Teachers can easily include classroom handouts (such as project descriptions and assessment tools) and send announcements about classroom happenings.

The system has been designed to take advantage of the existing information in the PowerSchool System, rather than duplicate or create additional work for teachers. **Most of the information being made available to parents is being automatically loaded from PowerSchool and if they choose to, teachers are only entering information in the planner section**, which includes topics such as homework and classroom news. The system enables teachers to easily enter, copy and paste, or reference existing documents onto the SchoolZone without needing to know HTML or have other technical skills typically required to post or maintain a web site.

To have your SchoolZone ID set up with Rosslyn School, please contact Mike Prokopiw via email at [Mike.Prokopiw@epsb.ca](mailto:Mike.Prokopiw@epsb.ca) .

## 2017-2018 School District Calendar

First day of instruction	September 5, 2017
Thanksgiving	*October 9, 2017
Student Picture Day	October 25, 2017
Professional Development Day	*October 20, 2017
Non instructional Days	*November 9, 10, 2017
Teachers' Day in Lieu	*November 13, 2017
Professional Development Day	*November 27, 2017
Parent/Teacher Conferences	December 7, 2017 (5:30-7:30 p.m.)
Christmas Break	*December 25 - January 5, 2018
School Resumes	January 8, 2018
Professional Development Day	*February 9, 2018
Family Day	*February 19, 2018
Teachers' Convention	*March 1 and 2, 2018
Spring Break	*March 26 - 30, 2018
Easter Monday	*April 2, 2018
Professional Development Day	*April 30, 2018
No School: Board Approved	*May 18, 2018
Victoria Day	*May 21, 2018
Teachers' Day in Lieu	*May 22, 2018
Last day of instruction	June 28, 2018
Last day of operation	*June 30, 2017
<i>*No School</i>	
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