



Rosslyn

SCHOOL

2018 - 2019

STUDENT HANDBOOK

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Mr. Darrel Robertson, Superintendent of Schools

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School Vision

Rosslyn Junior High is a school that provides rigorous and rich learning experiences in a caring and safe environment. Our goal is for our students to achieve personal and academic success and to become resilient, responsible and respectful members of society. All members of our school community (staff, parents, partners and volunteers) have an integral role in nurturing these qualities in our students.

Students Rights and Responsibilities

Members of the Edmonton Public Schools community, including students, parents, staff and Trustees, have a shared responsibility to help students be successful in school. Safety and well-being is fundamental to our students thriving as learners, and experiencing success and fulfillment both at school and in their lives.

A school *Student Rights and Responsibilities* document has been created to communicate clear expectations for how our students are expected to behave in order to ensure they become the best students and citizens they can be. Parents are invited to provide input on this document which is currently posted on SchoolZone and our school website.

Reporting Student Progress

All information related to reporting student progress is contained in our School Assessment Guide which is posted on SchoolZone. A brief summary is shared here:

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 24, February 4 and May 13, 2019*. 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 12, March 20 and June 27, 2019*. 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 paper 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

IEA	Insufficient Evidence Available	IEA is used only as a term 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.
CMU	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.
NGC	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

CO	Complete	The assigned task is completed
NYC	Not Yet Completed	The work is not yet completed or handed in
OMIT	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)

<p>May 7, 2019</p> <p>June 20, 2019</p> <p>June 24, 2019</p> <p>June 25, 2019</p> <p>June 26, 2019</p>	<p>Grade 9 English Language Arts Part A</p> <p>Grade 9 Social</p> <p>Grade 9 English Language Arts Part B</p> <p>Grade 9 Math Part A and B</p> <p>Grade 9 Science</p>
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Assessment Responsibilities

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

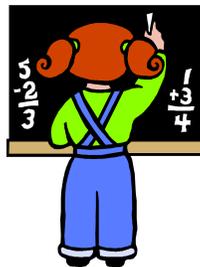
- Provide support to struggling students
- Maintain thorough and accurate records detailing student achievement
- Communicate, in a timely fashion, student progress and achievement in a variety of ways
- Provide opportunities for students who have performed below expectation or who have missed an assignment 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 review
- 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



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 after block one and block five informing parents of their child's absences and attendance will be monitored.

For the safety of students, it is critical for parents to communicate ALL ABSCENCES with a note, phone call to 780-453-1576, or email to rosslyn@epsb.ca .

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 are demonstrating chronic tardiness may be subject to consequences which may include: lunch or after school detentions, parental contact, conferences, counselling, loss of access to extra curricular activities such as teams, clubs, year end celebrations or extra curricular field trips.

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 Ms. Manera and Ms. Hackett**. 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/chromebooks 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.
- Demonstrate excellent attendance

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***. Cell phones should only be seen when teachers have expressly allowed their use 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.

Parents are urged to refrain from calling or texting their child during class time. In an emergency exists, contact should be made via the school office.

Conferences

We will have scheduled Parent/Teacher/Student conferences following the first Interim report, and the first Progress report. These conferences will occur on October 25, 2018, from 5:30–7:00 p.m. and March 21, 2019, from 5:30–7:00 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

At Edmonton Public Schools, students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment. School expectations for student attire take into account a student's right to fairness, dignity and respect and will not discriminate against students based on race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type.

Dress code expectations will be implemented in a manner that empowers students to make decisions that promote a positive sense of self and contribute to a respectful learning environment.

At Rosslyn School, it is an expectation that students come dressed for an environment that is conducive to learning and that promotes a safe and positive environment.

Students should choose clothing that does not have offensive language or pictures, and students will keep **hoods down and brimmed hats off** when inside the building. Students are expected to wear appropriate clothing for Physical Education and/or Outdoor Education classes.

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 monthly or \$470 for the Annual Pass. The annual Pass Fee must be paid in full by September 14, 2018.

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. A signed field trip form from a parent or legal guardian is required for all field trips. All fees for field trips and extra curricular activities are posted on SchoolZone for parents/guardians information.

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

Students 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 ESSENTIAL.

Physical education lockers are not permanently assigned and the lock must be removed at the end of each period. The school cannot be responsible for lost or stolen items when students have not locked their belongings.

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 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

Rosslyn Parent's Association (RPA) and School Council

Rosslyn School has a parent association in accordance with the regulations set down by the Alberta Ministry of Education. This parent association engages in fundraising activities which supports school events. Please watch for times and dates of the Rosslyn Parent's Association posted on SchoolZone.

Additionally, all schools may establish a School Council each September. 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 Grand Trunk Arena, 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. A list of school fees are posted on SchoolZone.

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.

Monday Tuesday Wednesday Friday	Thursday
8:42–9:31 Period 1	8:42–9:26 Period 1
9:36–10:25 Period 2	9:31–10:15 Period 2
10:30–11:00 <i>Intervention</i>	10:23–11:07 Period 3
11:08–11:57 Period 3	11:12–11:56 Period 4
12:02–12:51 Period 4	11:56–12:26 Lunch
12:51 –1:21 Lunch	12:31–1:15 Period 5
1:26–2:15 Period 5	1:20–2:04 Period 6
2:20–3:09 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. Students are STRONGLY encouraged NOT to leave valuables in the PE change room unless LOCKED in a locker.

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

Introducing the new SchoolZone!

It's refreshed. It's refined. It's the new SchoolZone! Using feedback from parents and students, Edmonton Public Schools has revamped our main online tool for communicating with families. It's easier than ever to stay up to date with your child's learning. You can look forward to a site that's designed for desktops, smartphones and tablets; finding information faster and easier; getting detailed notifications about what's new and access to SchoolZone's classic features like homework, attendance records and progress reports. Learn more about [SchoolZone](#) and what you can expect by watching [The New SchoolZone: Refreshed and Refined](#) video available on SchoolZone and our school website.

To have your SchoolZone ID set up with Rosslyn School, please contact Mike Prokopiw via email at Mike.Prokopiw@epsb.ca

2018-2019 School District Calendar

<i>First day of instruction</i>	<i>September 4, 2018</i>
Thanksgiving	*October 8, 2018
Professional Development Day	*October 19, 2018
Non instructional Days	*November 12 and 13, 2018
Teachers' Day in Lieu	*November 14, 2018
Professional Development Day	*November 26, 2018
Christmas Break	*December 24 - January 4, 2019
<i>School Resumes</i>	<i>January 7, 2019</i>
Professional Development Day	*February 1, 2019
Family Day	*February 18, 2019
Teachers' Convention	*February 28 and March 1, 2019
Professional Development Day	*March 11, 2019
Spring Break	*March 25 – 29, 2019
Good Friday and Easter Monday	*April 19 and April 22, 2019
Victoria Day	*May 20, 2019
Teachers' Day in Lieu	*May 21, 2019
Last day of instruction	June 27, 2019

***No School**