



## **Student and Parent Handbook**

**2020-2021**

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Mrs. Tammy Tchir, Principal

Mr. Pablo Rossi, Assistant Principal

Assistant Superintendent: Ms. Kathy Muhlethaler

Mr. Darrel Robertson, Superintendent of Schools

Ms. Cheryl Johner, Ward A Trustee

# 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 will be posted on SchoolZone. A brief summary is shared here:

Our Division has adopted a quarterly schedule to provide parents with flexibility between in person and online learning over this school year. The year will follow this schedule:

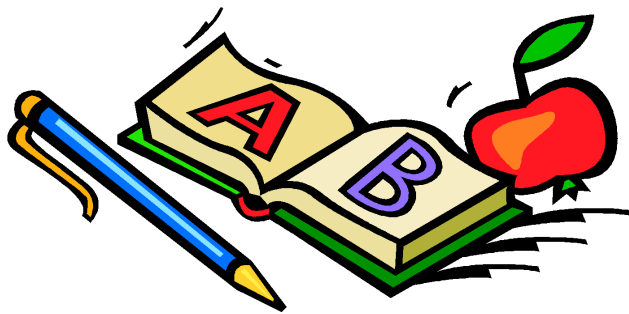
**Q1 - September 3 - November 10, 2020 - Interim reports issued**

**Q2 - November - January 29 - Progress reports issued**

**Q3 February 1 - April 20, 2021 - Interim reports issued**

**Q4 - April 21 - June 29, 2021 - Progress reports issued**

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.



## Division 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.

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## School Approved Codes for Interim Reports

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<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.

**PLEASE REFER TO THE ROSSLYN SCHOOL ASSESSMENT GUIDE POSTED ON THE SCHOOL WEBSITE AND ON SCHOOLZONE FOR MORE INFORMATION.**

# Assessment Responsibilities

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

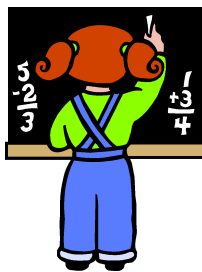
- Provide support to struggling students
- Maintain thorough and accurate records detailing student achievement
- Communicate, in a timely fashion, student progress and achievement in a variety of ways
- Provide opportunities for students who have performed below expectation or who have missed an assignment 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 needed
- 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 division 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 ABSENCES** 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 Office of Student Re-engagement (formerly the Alberta 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. **During the pandemic, we STRONGLY encourage all students to arrive at school as near to 8:30 as possible.** Students will not be allowed in the school before this time and if late, will have to walk around to the front of the school. Students who are demonstrating chronic tardiness may be subject to consequences which may include: parental contact, conferences, counselling, loss of access to extracurricular activities (should they be reinstated this school year).

## 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 contact is 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, email 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 loss of the user's access privilege by the school network administration and may result in other consequences.

## Physical Education

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

Physical education classes in the fall and spring may be doing activities that extend outside the school yard. 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 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

Extra curricular activities are on hold at this time.



## GENERAL SCHOOL INFORMATION

### Assemblies

Assemblies are held throughout the year to celebrate important events and to recognize student accomplishments. Assemblies will be held 'remotely' where students will remain with their class cohorts and view a podcast or google meet.

### 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.  
If an emergency exists, contact should be made via the school office.***

### Conferences

We will have scheduled online/remote Parent/Teacher/Student conferences following the first Interim reports. These conferences will occur on October 29 by appointment with your child's teachers and February 11, 2021, from 5:00–7:00 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

ETS bus pass costs \$60/month. All students from Kindergarten to Grade 12 who are eligible for regular yellow bus services the cost is \$38/month. Please note: Fees are subject to change.

Replacement cost for a lost or stolen yellow bus pass is \$6 and ETS bus pass is \$72.50.



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. ETS bus passes are valid for unlimited travel and may be used for seven days per week, including statutory holidays.

## Field Trips

For the time being, we are not holding any out of school field trips.

## Food In Classes

Students may bring water bottles into class but otherwise are NOT to share food or drinks! This is critically important during the Pandemic.

## Illness

Do not send your child to school with any symptoms. There are very specific protocols to deal with any student illness while at school. Students will be sent to the office and isolated until parents pick them up.

## Injury

If a student is injured at the school they 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 not have access to lockers for this school year.

## Lunch

All students are encouraged to PACK A HEALTHY LUNCH each day. Students will eat lunch in their cohorts with the rest of their class.

This year we are asking students to take their lunch garbage home for disposal. **PACK IT IN, PACK IT OUT.** This supports our very busy custodial staff who are attending to critically important sanitizing and cleaning routines.

## 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 the 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 trips 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.

	<b>Monday, Tuesday, Wednesday and Friday</b>	<b>Thursday</b>
<b>Block 1</b>	<b>8:40-9:31</b>	<b>8:40- 9:26</b>
<b>Block 2</b>	<b>9:37 -10:27</b>	<b>9:31 - 10:17</b>
<b>Block 3</b>	<b>10:33 - 11:23</b>	<b>10:22 - 11:08</b>
<b>Block 4</b>	<b>11:29 -12:19</b>	<b>11:13 - 11:59</b>
<b>Lunch</b>	<b>12:19- 12:49</b>	<b>11:59 - 12:29</b>
<b>SMART (Supporting Math and Reading Time)</b>	<b>12:54- 1:24</b>	<b>n/a</b>
<b>Block 5</b>	<b>1:29 - 2:20</b>	<b>12:34 - 1:20</b>
<b>Block 6</b>	<b>2:26 - 3:16</b>	<b>1:25 - 2:11</b>

## 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

Visitors to the school are strictly limited this year. All visitors must be prearranged and login/register.

## 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](mailto:Mike.Prokopiw@epsb.ca) or call the school at 780-453-1576.

## **SAFETY AND STUDENT RESPONSIBILITIES DURING THE COVID PANDEMIC**

Please refer to our School Re-Entry Plan in Schoolzone and on our School Website for all information related to COVID protocols.



**2020-2021 School Division Calendar  
Holidays  
and  
Non Instructional Days**

<b>First day of instruction</b>	<b>Thursday, September 3</b>
Labour Day	Monday, September 7
Thanksgiving	Monday, October 12
Student Picture Day	Friday, October 16
Professional Development Days	Thursday, October 22 and Friday, October 23
Remembrance Day	Wednesday, November 11
Non Instructional Days	Thursday, November 12 and Friday, November 13
Professional Development Day	Monday, November 30
Christmas Break	Monday, December 21 - Friday, January 1, 2020
<b>School Resumes</b>	<b>Monday, January 4, 2021</b>
Professional Development Day	Monday, February 1
Family Day	Monday, February 15
Teachers' Convention	Thursday, February 25 and Friday, February 26
Professional Development Day	Friday, March 12
Spring Break	Monday, March 29 - Friday, Thursday, April 1
Good Friday and Easter Monday	Friday, April 2, and Monday, April 5
Non Instructional Day	Tuesday, April 6
Professional Development Day	Monday, April 26
Professional Development Day	Friday, May 14
Victoria Day	Monday, May 24
Teachers' Day in Lieu and Non Instructional day	Tuesday, May 25 and Wednesday, May 26
Last day of school	Monday, June 28

