

# 2016-2017 Ottewell School

## Important Student and Parent Information and Documents

I, the parent of \_\_\_\_\_, have read and understood the following policies and requirements with my child. I understand that it is my right to pick which school my child attends and have chosen to abide by the rules sent out by the Administration at Ottewell. I also understand that all interactions with the school will be done in a mutually respectful manner and if I have any concerns I will contact the office.

Please initial the following with your child:

Key Points to Review	Initials
1. I have read and understand the <b>Student Rights and Responsibilities</b> around School Culture and Citizenship.	
2. I have read and understand the expectations regarding the use of <b>Personal and School Technology</b> .	
3. I have read and understand the expectations for <b>my Classes and my Assessments</b> .	
4. I have read and understand expectations for coming to <b>school every day and being on time</b> .	
5. I have read and understand the <b>Ottewell Dress Code</b> .	
6. I have signed and my child will return the <b>FOIP Consent Form 2016-2017</b> (blue form) to the school office. If the form is not returned, it indicates that consent was NOT given.	
7. I have signed and made changes to the <b>Student Information Correction Form</b> . The school has our updated address and contact information. My child will return it to the school.	

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Home Room (eg. 7-1): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE INITIAL AND RETURN THIS ORANGE TOP PAGE ONLY, THE WHITE STUDENT INFORMATION CORRECTION FORM AND THE BLUE FOIP CONSENT FORM TO THE OFFICE.**



## School Culture & Citizenship

### Student Rights

At Ottewell School, students have the right to feel:

- safe
- comfortable and cared for
- included and not discriminated against on the basis of race, colour, ancestry, place of origin, religious belief, gender, physical or mental disability, marital or family status, source of income or sexual orientation  
(*Alberta Human Rights Act*)

Students have the right to:

- a high quality learning and working environment
- processes and procedures that reflect Edmonton Public's core values of accountability, collaboration, equity, and integrity

### Student Responsibilities

Students have the responsibility to:

- act in a way that contributes to our school being welcoming, caring, respectful, and safe
- act in a way that respects the diversity and fosters a sense of belonging of others in our school
- pursue their studies diligently and contribute positively and productively to the learning environment
- know and comply with the rules of our school
- cooperate with all school staff
- contribute positively to our school and our school community

### Relationships

Students are expected to treat all other students as equal and with respect. We coach students to follow the Golden Rule to: "Treat others the way you want to be treated."

Conflicts will arise in all relationships. All parties are expected to work together and fairly to resolve

the conflict peacefully. School administration will assist students in resolving conflicts.

### Bullying

Bullying is defined as: "Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear, or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation."

Bullying can take different forms:

- Physical – pushing, hitting
- Verbal – name calling, threats
- Social – exclusion, rumors
- Cyber – using the computer or other technology to harass or threaten

When bullying behaviors are observed and reported at Ottewell School, they are addressed and resolved as soon as is reasonably possible. **All Ottewell students are expected to refrain from, report and refuse to tolerate bullying or bullying behavior.** Students who are bullied or see someone being bullied are expected to stand up against bullying and report it to adults. School administration will work with both the bully and the bullied and their families to ensure this unacceptable behavior stops.

### School Community

Students are responsible for their conduct in all areas of our school community, including in classrooms, in hallways, in the Snack Shack line, in washrooms, in change rooms, in the Ottewell neighborhood, on field trips, and online. **Students are responsible and accountable for their behavior and conduct:**

- While involved in school-sponsored or related activities

- During any recess or lunch periods on or off school property; while travelling to and from school; and
- Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate or efficiency of the school(s)

**Things that will not happen or be tolerated at school:**

Stealing	Smoking/Tobacco
Fighting/Violence	Weapons
Drugs/Alcohol	Bullying

**Classroom Expectations**

In all of their classes, students are expected to:

- Attend school and all classes regularly and punctually
- Be ready to learn, actively engage in and diligently pursue their education
- Refrain from behaviors that distract, disrupt or take away from the learning of others
- Demonstrate academic honesty (no cheating, plagiarized work, or submitting others' work as one's own)
- Ask permission to leave the classroom; minimize any need to be excused from class
- Follow specific classroom rules with regards to technology, food, drink, seating plans, etc.

**Personal Property**

How to keep your belongings safe:

- Lock valuables in hallway locker
- Do not share your locker combinations **with anyone**
- Do not leave possessions unattended and unlocked in changerooms
- Do not bring valuables to school, including cash, expensive devices, etc.
- Double-lock your bike at the bike stands

**School Property**

Students are expected to respect our school facility and materials by:

- Using garbage and recycling bins
- Cleaning up spills/accidents
- Refraining from damaging or defacing property
- Paying a textbook deposit and returning textbooks in good condition
- Keeping library books in good condition
- Reporting any unacceptable behaviors
- Gently handling computers in labs and Chromebooks

**Student Lockers**

Lockers are school property. Students are expected to be respectful users of their lockers by following these guidelines:

- Maintain locker quality – no stickers, marker pens – only use magnets or wall mounting tabs
- No inappropriate/offensive locker content
- Do not share your lock combination with anyone
- Do not go into other students' lockers or touch their locks
- Lockers must be locked at all times, locks can be purchased through the school office
- Students are expected to provide their locker combinations to their homeroom teachers
- Students may only access their lockers before school, at Snack Break, during Lunch Break, and after school
- Lockers may be searched at any time

**Technology**

**Personal Devices**

Students are expected to follow the technology rules in every classroom. Key points are:

- Many teachers' classroom policy is that devices are off and out of sight.
- If a student is breaking a technology rule, the personal device (iPod, cell phone, etc) will be taken away and brought to the

office. Students will have to inform their parents and their parents will need to pick up the device from the office.

- **Personal devices cannot be used in hallways during class times or between classes. Personal devices can be used before and after school, during snack break and during lunch break ONLY.**
- **If a student is suspected to be inappropriately using technology, they are expected to comply with administration's request to make available content from their personal or school devices.**

### **Cyber Citizenship**

Students are expected to be respectful and responsible cyber citizens including:

- Do not send emails/texts/messages/posts that offend, harass, embarrass or threaten others
- Do not sign up or use applications that allow people to anonymously communicate with you
- Do not allow people who you do not know to join your social media account
- Do not take pictures or videos of others and post them without others' permission
- Do not hack into or go into anyone else's personal accounts
- **Do not do or say anything using technology that you wouldn't want your parents or school staff to see**

### **School Technology**

Ottewell School continues to purchase and maintain an excellent level of technology to support the teaching and learning in classrooms. Students are expected to:

- Gently handle computers and Chromebooks
- Keep your Google Documents and files titled and organized
- Never give others your account login or password
- Refrain from accessing and altering others' files without permission/access
- Refrain from viewing inappropriate content using school internet access – no violent,

pornographic, obscene, offensive, illegal content

- Check SchoolZone regularly for progress information and school news

### **Assessment and Evaluation**

Parents and students, please go through Ottewell School's Assessment Plan which is on our school website and in SchoolZone.

Students are expected to complete all Assessments For and Of Learning. If students are absent, they are expected to take responsibility to communicate and plan with their teachers to make an assessment completion plan.

**If students are missing Assessments For or Of Learning, they will be put on an Assessment Catch Up list which is announced every morning in daily announcements and at the beginning of the lunch hour. Students are then expected to attend Room 1 during the lunch hour to catch up on missed assessments.** If there are ongoing assessment completion concerns, parents will be notified.

### **Attendance and Punctuality**

Parents and students, please note:

- Students must sign in if they are late or sign out if they are leaving school before the end of the day.
- Parents need to report all absences by emailing or calling the school.
- Parents should communicate any exceptional circumstances affecting students' attendance.
- **Late Policy** – students receive one late pass every month. Additional lates to school or in between classes result in a lunch-time detention.

**Under the School Act, regular attendance is compulsory for junior high school students; being in class every day and on time is crucial to students being academically successful.** Our school administration employ a variety of interventions to support students when attendance is an issue, including Term attendance

letters, phone calls home, meetings with parents, referrals to our school social worker, and referrals to the Attendance Board.

### Dress Code

Parents and students, please go through Ottewell School's Dress Code which is on our school website and in SchoolZone (and see attached).

Students who do not comply with the dress code will speak with an administrator and may be asked to change into other clothing (their own or provided by the office).

### Parents

Excerpt from Province of Alberta **School Act:**

Parents 16.2 A parent of a student has the responsibility:

- (a) to take an active role in the student's educational success
- (b) to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
- (c) to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student
- (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (e) to engage in the student's school community.

### School Response to Student Conduct Infractions

Ottewell students are held accountable to comply with these high expectations for student conduct and academic pursuits.

In all conversations with students and parents, Ottewell staff will respect student dignity and equality.

School staff desire to work collaboratively with students and their parents to resolve issues together.

We understand that junior high students are still developing their identity, judgment, and ability to self-regulate.

We will take a progressive approach to discipline and will give students coaching and support to help them make better choices.

**Failure to meet the expectations for behavior and conduct shall result in one/some of the following consequences:**

- Problem-solving, monitoring or reviewing behavior expectations with students and reprimand
- Class exclusions or short-term withdrawals from class
- Lunch-time detentions
- Parental involvement
- Temporary removal of privileges (ie. not able to participate in school event, field trip, sport, etc.)
- Changes to students' homeroom or timetable
- Behavior contract with student
- Restitution for property damage to an individual or board
- Assessment of student to develop appropriate programming
- In-school suspensions
- Out-of-school suspensions
- Involvement of police
- Recommendations for expulsion from Ottewell School



### Academic Support & Pyramid of Interventions

All students have different areas of strength and areas for growth. Parents are encouraged to view our Pyramid of Interventions on our school website to see our various levels of school-wide, proactive strategies to ensure students are successful.

Students can receive academic support through:

- Asking teachers for in and out of class help
- Daily Noon Hour Help Sessions
- Paired Reading program
- Peer Tutoring
- Room 1 Academic Support Centre

### Student Recognition

We recognize students in both their academic pursuits and citizenship. Throughout the year, students may receive a Terrific Titan nomination for a good act. Terrific Titan names get drawn to win a Snack Shack coupon. Each month, two students are nominated at each grade as Students of the Month, and they receive a purchased lunch with the principal. At the end of each term, students receive academic certificates. **We no longer hold an awards ceremony at the end of the school year.** Instead, every fall, an awards event will recognize students in overall achievement, top achievement, complementary course achievement, and citizenship awards.

### Bus Passes

Most Ottewell students travel to school by city buses called 'School Specials' provided by Edmonton Transit. **Bus passes are sold at the school before school and at lunch prior to the end of each month.** Edmonton Public Schools' Department of Student Transportation works closely with E.T.S. to provide them with information about neighborhoods in which our students reside. E.T.S. watches the number of student riders closely and reacts as needed to institute school specials required to meet the needs of students. Students are responsible for their bus passes; the school cannot provide replacements.

### Snack Shack

Ottewell School runs a school food store at lunch time from where students can purchase fresh milk, hot items, etc. We offer a variety of healthy choices.

### Extracurricular and Team Opportunities

All students are encouraged to find an extracurricular or athletic pursuit to enrich their junior high experience at Ottewell. Ottewell Staff have a long-standing legacy of providing amazing and various opportunities outside of the classroom; they volunteer their own time and energy to offer these to students. There are times when we may not be able to offer an extracurricular or team opportunity.

#### Leadership Clubs

Student Council/Leadership  
Me to We  
Gay-Straight Alliance

#### Extracurricular Clubs

Band – Concert, Honors, Jazz, Kiwanis  
Ottewell Study Buddies in our CLS classrooms  
Chinese Culture Club  
Ski Trip  
Citadel Club  
Christmas Family Night  
Art Club  
Computer club  
Robotics Teams  
Science Boat Races  
Science Olympics/Fair  
Drama Club  
Student-Directed Spring Play

#### Sports Teams

Cheer  
Basketball  
Volleyball  
Cross Country Running  
Curling  
Rugby  
Soccer (outdoor and indoor)  
Slow Pitch  
Track  
Flag Football  
Handball  
Golf  
Archery  
Badminton

# Ottewell School

## Daily Schedule 2016 – 2017



<b>Morning Warning Bell</b>	<b>8:20 a.m.</b>	
<b>Period 1</b>	<b>Begin 8:25 a.m.</b>	<b>End 9:18 a.m. (53 mins)</b>
<b>Period 2</b>	<b>Begin 9:21 a.m.</b>	<b>End 10:11 a.m. (50 mins)</b>
<b>Snack Break</b>	<b>Begin 10:11 a.m.</b>	<b>End 10:21 a.m. (10 mins)</b>
<b>Period 3</b>	<b>Begin 10:21 a.m.</b>	<b>End 11:11 a.m. (50 mins)</b>
<b>Period 4</b>	<b>Begin 11:14 a.m.</b>	<b>End 12:04 p.m. (50 mins)</b>
<b>Lunch Break</b>	<b>Begin 12:04 p.m.</b>	<b>End 12:44 p.m. (40 mins)</b>
<b>Afternoon Warning Bell</b>	<b>12:39 p.m.</b>	
<b>Silent Reading (SQUIRT)</b>	<b>Begin 12:44 p.m.</b>	<b>End 1:02 p.m. (18 mins)</b>
<b>Period 5</b>	<b>Begin 1:05 p.m.</b>	<b>End 1:55 p.m. (50 mins)</b>
<b>Period 6</b>	<b>Begin 1:58 p.m.</b>	<b>End 2:48 p.m. (50 mins)</b>

**\*Thursday Early Dismissal at 2:00 p.m.**

# Ottewell School

## Dress Code



Ottewell School is a professional place for working and learning, so students are expected to dress in a neat, respectful way that reflects our school culture which emphasizes pride, learning, and high expectations.

### **APPROPRIATE DRESS**

- Clothes are clean.
- Slogans on all clothing are positive and appropriate for the school setting
- Tops and Shirts must come down to cover the top of pants, skirts, or shorts
- Skirts and shorts are appropriate for the school setting
- All items designated as underwear are kept under cover (including when bending down)
- Appropriate non-scuffing indoor footwear is worn at all times
- Head covers are to be worn for medical or religious reasons only
- Jewelry is limited and not distracting
- Make up is minimal and tasteful
- Eyes are visible and not covered by hair during instructional time
- Physical Education clothing includes any of the following: track suits, athletic shorts, sweat pants, T-shirts, or sweatshirts. (Students are expected to have a change of clothes for PE classes.) Running shoes are a requirement for every Physical Education class.

### **INAPPROPRIATE DRESS**

The following items are examples of dress considered inappropriate for school:

- Clothing that reveals undergarments and/or a student's stomach, chest, upper thigh or buttocks
- Clothing with inappropriate or negative language, symbols that condone or promote drugs, alcohol, sexually suggestive or aggressive behaviour or obscene language or phrases
- Blouses or shirts that show the belly button or any other part of the bare stomach or back and low slung pants which allow underwear to show
- Muscle shirts, halter tops, spaghetti straps or inappropriate cut outs
- Industrial/pet chains around the neck, wrists, or waist or chains attached to pants or wallets
- Spiked belts, bracelets and necklaces
- Body or facial painting
- Pajamas, bedroom slippers, loungewear, net stockings, safety pins for closures or as ornaments
- See through blouses, skirts or pants
- Outdoor clothing in class, including coats, jackets, hats, gloves
- Inappropriate low cut blouses or shirts

When a staff member identifies that a student may be inappropriately dressed, school administration will be notified and the student may be asked to speak with an administrator to discuss changes that might be required. If necessary, school t-shirts or sweat pants will be supplied for the day to students whose attire is inappropriate. Repeat offenses may result in the student receiving progressive discipline interventions.

\*\*The final determination about the appropriateness of student dress lies with the administrative staff of the school. If students are not sure if their attire complies with the School Dress Code - bring other clothing, just in case.