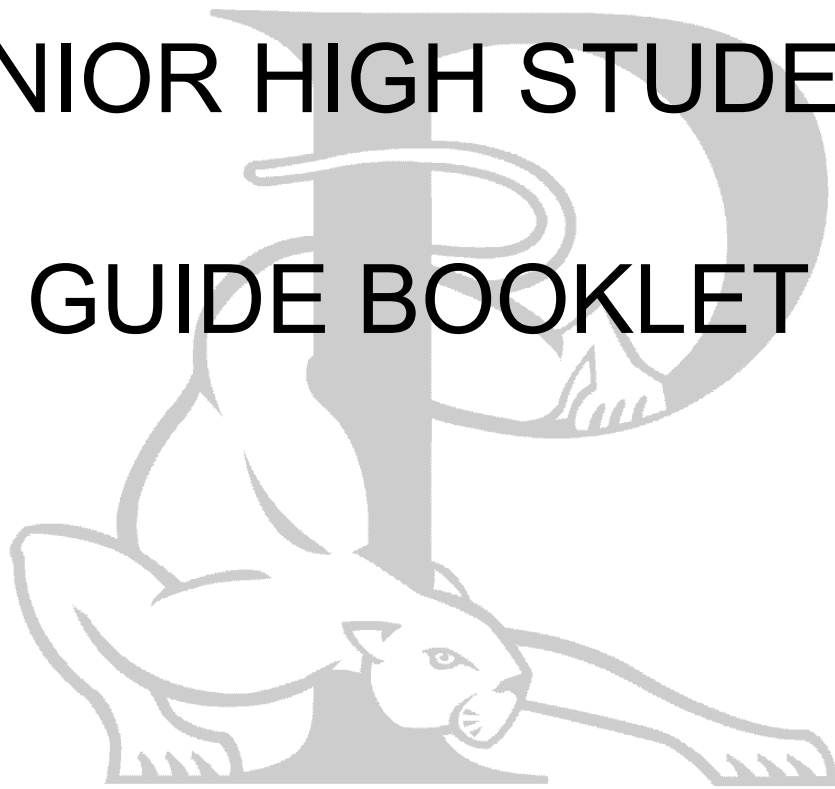


**JUNIOR HIGH STUDENT
GUIDE BOOKLET**



2015 – 2016

PARKVIEW SCHOOL

14313 – 92 Avenue NW
Edmonton, Alberta
T5R 5B3

Phone: (780) – 483 – 3415

Welcome to Parkview School

Parkview School is committed to the academic and personal success of all students.

The success of the school depends on the cooperation of school staff, students, parents and the community. Each member of the school community must be responsible for respecting the rights of everyone. This includes respecting yourself and others.

The high expectations we have in the school lead to excellent results for our students. We expect everyone to work hard and achieve his or her personal best. We will celebrate our many successes through positive recognition and encouragement.

The information on these pages have been prepared for your use as a reference of our procedures and conduct policy. Please read all of the information thoroughly and sign the handbook with your child. The signatures indicate that you both have read and understood all of the information.

On behalf of the staff we wish to extend our best wishes to all of our students for success during the new school year.

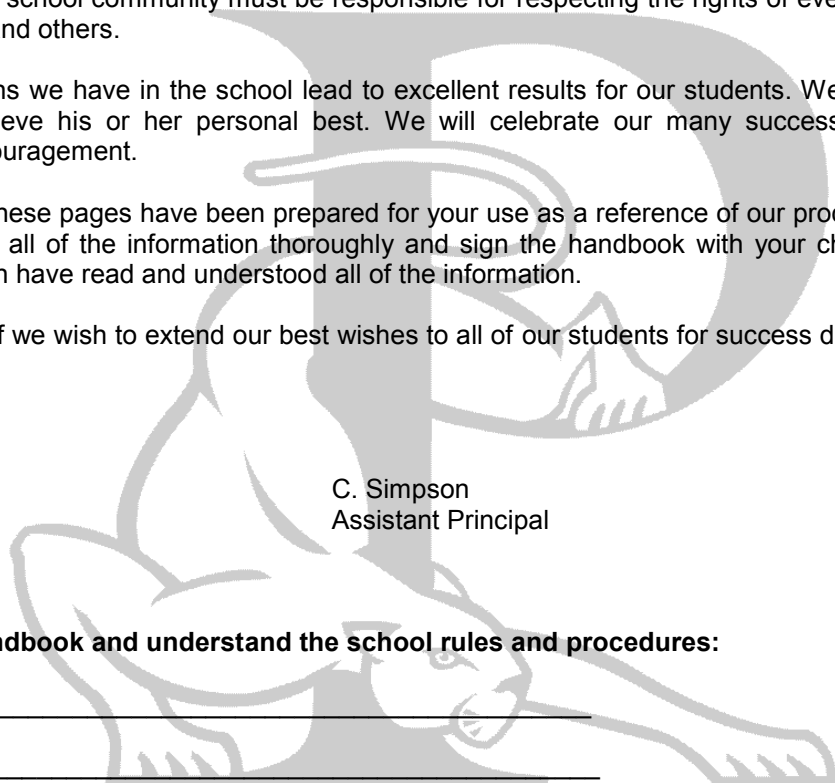
D. Beharry
Principal

C. Simpson
Assistant Principal

I have read this handbook and understand the school rules and procedures:

Student Signature: _____

Parent Signature: _____



Jr. High Student Guide Booklet

SCHOOL HOURS OF OPERATION

8:43 a.m.	First Bell
8:48 – 8:53	CGL
8:56 – 9:48	Period 1
9:51 – 10:43	Period 2
10:43 – 10:48	Nutrition Break
10:48 – 11:40	Period 3
11:43 – 12:35	Period 4
12:35 – 1:10	Lunch
1:15 – 2:07	Period 5
2:10 – 3:02	Period 6

Students should not arrive at school before 8:00 A.M. Parents are responsible for the supervision and safety of their children before this time.

ADMINISTRATION

Principal	Mr. D. Beharry
Asst. Principal	Mr. C. Simpson

The school office is open from 8:00 A.M. till 4:00 P.M. during regular operational days.

INSTRUCTIONAL FOCUS:

All Parkview students will develop their critical thinking skills in order to solve complex problems.

Accountability for Success

- Treat others with politeness and respect
- Be responsible for your behaviour.
- Come with a positive attitude. Be willing to try your best.
- Ask for help if needed.
- Attend regularly and punctually.
- Complete all work on time.
- Develop good study habits and prepare well for exams.
- Help in relaying information between your parents and the school.
- Follow school and district policies.
- Show respect for the school and community by keeping it clean and litter free.

RESPECTFUL LEARNING AND WORKING ENVIRONMENTS

Edmonton Public Schools is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

PARKVIEW SCHOOL POSITIVE BEHAVIOR PLAN

Attitude

Parkview School operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.

Home and school alike must share the responsibility for teaching appropriate and acceptable behavior. By working together we can ensure positive student conduct. Discipline is essential in building accountability, responsibility, respect for others, and most importantly respect for oneself.

Students must understand that they are responsible for their behavior and they must recognize that any behavior which disrupts or detracts from the educational climate of the school is unacceptable. Any behavior which encroaches upon the rights of others is not responsible behavior. Parkview School's students are expected to follow rules which are established for the benefit of the student body as a whole as well as the community.

Student Expectations/Responsibilities

We expect that students of Parkview School will be responsible citizens who make positive choices and respect the rights of others. Student behavior and conduct will be appropriate. Our expectations have been established for safety, well being, and success of all members of Parkview School. Please:

- have materials and supplies
- use time wisely
- seek extra help
- set regular study schedules

- observe specific classroom and school expectations
- be courteous, friendly and positive
- conduct yourself safely and responsibly
- follow directions of person in charge
- respect the personal space of others
- use appropriate language
- be responsible for your behavior

Dealing with Behavior

Teachers and students will develop a Classroom Code of Conduct outlining acceptable behavior and clearly defined appropriate consequences. The Code of Conduct will be posted in the classroom. In cases where it is necessary to remove a student from the classroom, an alternate class placement will be used except in matters of gross misconduct. In the case of serious misconduct an administrator will be requested to remove the student from the classroom.

Classroom Exclusion

Students excluded and placed into an alternate classroom will be provided with work to be completed. The student and teacher will meet at an agreed time before the commencement of the next period that the class meets; to resolve/deal with the problem that resulted in this exclusion. Parents will be notified of the incident depending on the severity of the violation. In the event the student does not resolve the behavior issue before the next class the student will be sent directly to the office, at which time parents will be contacted and the student will be given an in-school suspension or in some cases, sent home.

Bullying

Every student has the right to feel comfortable and accepted in his/her school. Any acts of bullying will receive zero tolerance. Bullying is considered a serious issue and a bylaw is presently in existence in Edmonton to educate and deal with the issue effectively. If any student is being bullied or witnesses an act of bullying, the incident MUST be reported to a teacher or administrator. The situation will be investigated and appropriate measures will follow. We encourage Parkview students to take an active role by standing up, speaking out and acting against injustice.

Detentions

From time to time students may be kept at lunch time or after school for extra help to complete unfinished work, or to serve a consequence for inappropriate behavior.

Smoking, Drinking and Drugs

The possession or use of alcohol, cigarettes, e-cigarettes, and/or illegal drugs is against school board policy and against the law. Parents and/or police will be notified. This type of activity will lead to an automatic suspension and possible expulsion.

Fighting

Physical or verbal threatening as well as fighting or watching a fight is not permitted. Parents of students who were involved will be immediately notified and students will be suspended. The possession of any weapons will lead to automatic suspension and possible expulsion.

Items not permitted at School

Skateboard, rollerblade and scooter use is not permitted on school property or in the school, due to concerns for safety. Wallet chains and other items that could be used as a weapon are not permitted.

Cell Phones

Cell phones *are not to be used in the school to make or receive phone calls, texts, etc.* and must be stored in lockers during instructional time. Students may use their phones, with teacher permission, for educational purposes (i.e.: calculator).

Cameras and Electronic Devices

Electronic devices may be used prior to school and during the lunch hour, and they are permitted classes for educational purposes (i.e.: calculator), with teacher permission. Electronic devices not used for educational purposes must be stored in lockers during instructional times.

If students do not follow the above guidelines, cell phones, etc. will be confiscated by staff and turned over to school administration. *Parkview School is not responsible for lost or stolen electronic devices, phones, etc.*

Out of Bounds Areas

Junior High students are not permitted to be in the **ravine** or **playgrounds** during school hours.

Visitors

All visitors to the school must report immediately to the office. If you wish to bring a friend to school you must obtain prior approval from the office.

Dress Regulations

School Board policy requires students to meet acceptable standards of dress and grooming. Our guidelines include being neat, clean, modest and appropriate. All students need to be fully clothed

from their shoulders to mid-thigh. ***No straps (bra, spaghetti top, etc.) showing, no underwear showing, no midsection or cleavage showing etc. Skirts and shorts need to be appropriate length, past the fingertips of the student, with their arms hanging loosely at their sides.*** Suitable indoor footwear is required and students are to leave their jackets, headwear, sunglasses and other outerwear in your locker. No hats or headgear are allowed to be worn inside the school. All backpacks, purses, bags, etc. are not permitted in the classrooms. These items must be stored in the student's locker.

Attendance Policy

Regular and punctual attendance is required at Parkview School. If a student is ill, at a medical appointment, at a funeral or honouring religious events/activities, please call the school and inform the office staff so the absence can be recorded as "excused". Any other absence, such as vacations, cannot be excused according to the Alberta School Act. If a student is continuously late or has an inappropriate amount of absences, the school will notify the parents/guardians by letter of the school's concerns around attendance, or may make a referral to the Alberta Attendance Board.

All students are required to be present for term exams and finals. Students are not permitted to write their exams early.

Late Policy

You will be considered late if you are not seated in your classroom desk when the bells ring. If you arrive late for you must report to the office. If you do not have a medical note or phone call excusing your late there will be detention assigned by the administration to make up this time. Students who are late require a late slip from the office before they will be admitted into their classes.

Leaving School

Under no circumstances is a student to leave the school during the school day without first obtaining permission from the general office. If a student has a note from home for permission to leave school early, he/she will show it to the teacher and then present it to the general office for permission to leave. Since we are responsible for the students' well being, we must know their location at all times.

When a child is to be excused early, please follow this procedure:

- Parents or guardians should pick up their child.
- Parents are required to call or sign out the student at the office.

Illness / Injury Procedures

Children who are ill **should not** be sent to school.

If a student becomes ill while at school the following procedures will be followed:

- A member of the staff will attempt to make contact with the parent / guardian or with the emergency contact person. Only after approval by a parent or a guardian will a child be sent home.
- If the parent / guardian cannot be reached, the child will be made as comfortable as possible. If the illness / injury appear serious, the family doctor will be contacted and his/her advice will be followed.
- If the doctor cannot be reached or if the doctor so advises, the child will be taken to hospital (by ambulance if necessary). School personnel will accompany the child.

Personal Property of Students

We **cannot** accept the responsibility for the personal property of students. Students should keep all valuables in their locker and they should not be bringing any item of great value to school. Students should not bring valuables to the gym locker room, and should always have a lock for gym class.

Lost and Found

Lost and found boxes are placed in the corridors and the large gym. Found articles of clothing and footwear are placed in these boxes. Please check these boxes from time to time for lost items. Watches, rings, keys, glasses, and jewelry are kept in the office.

Bicycles

Bike racks are located at the south east side of the school. This area is out of bounds except when parking or picking up your bicycle. All students should lock their bikes, as we do not assume financial responsibility for damaged or stolen bikes.

Inclement Weather Policy

EPSB policy is students are outside unless the temperature is below -23 degrees Celsius. Please make sure students are prepared and dressed accordingly for the day's weather.

Exemption from Physical Education

Request for a lengthy exemption for medical reasons must be accompanied by a doctor's note.

Nutrition Break

Students are allowed to have a snack during this break, but they are not permitted to use the vending machines at this time. We request that students keep the hallways clean and refrain from having open food in their lockers. Beverages that are high in sugar/low in nutritional value are not permitted in the school. Examples of these include slurpees, pop, energy drinks, etc.

Lunch Policy

Eating lunch in our school is a privilege, not a right. You will maintain your privilege if you:

- 1) eat only in designated areas
- 2) clean up after yourself
- 3) be considerate of others
- 4) behave appropriately
- 5) cooperate with the teachers on supervision.

12:35 to 12:50 - Lunch

Students are only allowed to eat in the lunchroom or outside. No open food or drinks are allowed in the hallways or gym.

12:50 – Warning Bell

Students are given 5 minutes to clear the halls and get to their activities.

12:55 to 1:10 – Supervised Area or Outside

No students should be in the halls at this time.

Students should be in a supervised area inside the school or outside the school.

School Store

The school store will be open during the lunch hour. The students and a staff member operate it. Any proceeds from the store go directly to items that may directly benefit students. The store sells a variety of sandwiches, juices, milk products, and other healthy choices.

A.M.A. School Patrols

Students in grade 6 form our school patrol team. The Alberta Motor Association and the Edmonton City Police train patrollers. The role of the school patroller requires the cooperation and encouragement of staff, students, parents and the community. Students and parents are asked to use crosswalks and obey all traffic signs. Crosswalks on 143 Street and 92 A Avenue are patrolled each day.

Parking and Traffic Safety

We request that parents do not use the staff parking lot at the rear of the school. For safety reasons the staff parking lot should also not be used as a drop off or pick up point. Students may be dropped off along the north or east sides of the school. We also request that parents obey all signage and abstain from dropping off your son or daughter in the crosswalk at the front of the school.

Parent Volunteers

Every year many parents and other community members volunteer their services for a variety of activities at the school. The help of volunteers is sincerely appreciated. Parents who are interested are asked to complete the "Parent Volunteer" form that will be sent home in September.

School Newsletters

A newsletter will be posted on SchoolZone on the first Friday of each month to outline upcoming events and activities of interest to parents and students. You are invited to submit information regarding community events and to provide us with comments/suggestions regarding the newsletter.

Learning Resource Centre

The library provides books to read for both pleasure and information. Students may use the library at supervised times during the school day. **Students are responsible for books they sign out and will be required to reimburse the school for lost or damaged books.**

Fees

Some optional courses have extra fees for items that are not covered by the school. These include items such as personal ear buds, art kits, etc. Other extra-curricular activities, such as athletic teams, have fees as well to help cover the costs of referees, transportation, etc.

Fee sheets are sent home at the beginning of the school year once options are set, and individual permission/fee information sheets are also sent home from the Lead Teacher/Coach/Supervisor when a student makes a sport team or joins an extra-curricular activity. **These fees are due upon receipt.** *If fees are not paid, the school administration has the right to remove the student from the optional course and/or the extra-curricular activity.*

Report Cards

Report Cards are issued to students in grades 7 to 9 three times each school year. Interim reports are sent home 3 times a year as well. Student-parent-teacher conferences are held twice a year. If a parent feels the need for a conference, one may be arranged by making an appointment with the teacher at any time throughout the year.

Meeting with Teachers

It is best to schedule an appointment to talk with a teacher if you have a concern. Teachers need to get the students quickly on task in the mornings and

therefore this time is not conducive to discussing issues surrounding your son or daughter.

School Council

Parents are invited and encouraged to participate in the School Council. The purpose of each meeting is to discuss school and educational issues. These meetings are usually held on the 3rd Thursday of every month (from 6:30 to 7:30 pm). At the first meeting held in September a schedule will be made for future meetings.

Field Trips

Field trips are an integral part of the school program. They offer first hand experiences related to the topics being studied in the school. Moreover, they extend learning beyond the walls of the classroom and help students gain an appreciation for the wealth of community resources available to them.

While there are no instruction fees charged for field trips, monies are collected to pay for admission fees and/or transportation charges. Throughout the year, classroom teachers will send home information sheets outlining the purpose, format and cost for each field trip or cultural event.

School Property

Textbooks and some instructional materials are lent to students; we expect students to take good care of these materials.

A Textbook Caution Fee will be charged to all students. This fee will be returned to students when they leave Parkview School, less any costs related to damaged or lost textbooks.

Lockers

All students will be assigned a locker requiring a combination lock. The office does sell combination locks for a fee.

You are to register your lock combination with your C.G.L. teacher, but you should otherwise keep the combination confidential. You should not post any stickers or offensive materials in or on your locker. No open food or drinks should be stored in lockers. If you damage or switch lockers you may lose the privilege of having a locker, and may have to pay for any repairs.

Homework

Since students have responsibilities at home and interests outside of school, they are generally given class time to work on assignments with teachers who provide guided practice. Homework consists of completing unfinished assignments, extra drill in an area requiring practice and review of work taken

that day. Homework may also include completing long term assignments.

Homework helps students develop self-reliance and good study habits. It enables parents to see their child's progress, and strengthens the ties between home and school. Please review your child's **Agenda Book** each evening to ensure that all assignments are completed. Parents can help with assignments by:

- Providing a quiet, regular place to work.
- Helping the student to organize their materials and use their time effectively.
- Keeping the student on task.

If a student or parent wishes to obtain information concerning homework, they can access this information through **SchoolZone**.

The support and interest of parents has a considerable influence on a student's attitudes toward homework. If you have questions about the amount of time spent on homework, please talk to the teacher.

SchoolZone

Parkview is a participant in the EPSB web service which is available to students and parents. Through a personalized login and password, students and parents have secure access to daily updates on homework, school events, and attendance profiles. All families who have not completed the registration forms will be asked to complete the registration forms in September. If you require these forms please contact the school at 483-3415 and we will be pleased to send this information home.

Homework during an Absence

It is the student's responsibility to make up any work they miss while absent.

1. Homework Buddy – Arrange for a person in your class to bring you the work you miss while you are away.
2. **SchoolZone** – Homework assignments can be accessed on a daily basis. School news and class news can also be obtained from this resource.
3. If you are going to be away for an extended period of time you need to inform your teachers and the office as soon as possible. This will allow you and your teacher's time to set up alternative dates for assignments and tests. You will be expected to keep up with your work while you are away from school.

The Seven Habits of Highly Effective Students

1. **Be Punctual** – Punctuality applies to arriving in class on time. Teachers dislike interruptions because student shift their focus to the student arriving late. Punctuality applies also to handing in assignments on time. Teachers often deduct marks for assignments that are handed in late.
2. **Ask Questions** – Although students hear this in every class, few students heed the advice. Just remember, it's likely that many other students in class don't understand everything about the topic. Students should get into the habit of asking questions about the topic and related topics.
3. **Review Material Every Day** – This is one of the most constructive habits that a student can adopt because reviewing material reduces the pressure of surprise quizzes, review need not take hours; simply reviewing material covered that day is beneficial.
4. **Rest and Eat** – Everyone needs a good night's sleep and to eat properly every day. A tired and hungry student does not concentrate on his or her studies. The key is to get adequate rest on a regular basis. Well-rested and well-fed students have less trouble getting out of bed in the morning, absorbing material and staying awake in class.
5. **Organization** – This subject covers many things, but the important points are "naming everything" (with a date and appropriate title) and "remembering assignments". Recording assignments and their due dates in your organizers is essential.
6. **Prioritize** – Now here's a challenge. This calls on students to review what is due and to gauge how much time will be needed to get the work done. It's wise to plan ahead. Students who have plans for the weekend should do extra work during the week. Students need to learn to look at the big picture.
7. **Develop a Positive Attitude** – There is one way to have a good attitude. Students don't have to be all smiles and cheer nor do they have to like all their teachers or fellow students, but they need to respect each person.