

## Where to find what you need to know

Most of what you need to know about Ottoson can be found in one (or more) of the following places:

- The Arlington Public School website: <http://www.arlington.k12.ma.us/home/> - use this website to sign up for cluster, grade, and school wide notices via email and to see district-wide information and announcements.
- The Ottoson website: <http://www.arlington.k12.ma.us/Ottoson/default.asp>—use this website to find out information specific to Ottoson, such as teachers, phone numbers, and school wide announcements.
- The OPAC website: <http://www.arlington.k12.ma.us/Ottoson/main/OPAC.htm>—the website contains information about OPAC and allows you to donate securely online.
- The front of your student's planner—all students get these the first week of school and this has useful information such as the dress code and student responsibilities.
- The Ottoson school directory—published each year, this has lots of useful information including phone numbers of students, OPAC officers, etc.
- Weekly principal email—informs parents of pertinent information for the week to come. Sign up on the Arlington Public School website.
- Arlington school calendar—can be found on the Arlington Public School website.

## A few words about OPAC

OPAC stands for the **Ottoson Parent Advisory Council** and it is equivalent in function to the PTO organizations in the Arlington elementary schools.

OPAC meets every 4-6 weeks and its mission is to improve communication and to create a sense of community at the Ottoson Middle School.

OPAC needs many volunteers to be cluster parents or OPAC officers or help with teacher appreciation, social gatherings, 8th grade recognition, and other OPAC responsibilities.

OPAC does no fundraising other than to request a donation of \$50 for every student at Ottoson. These funds are used to pay for in school enrichment, teacher support, media center support, 8th grade recognition and school social functions.

If you are interested in getting involved with OPAC, please contact Cindy Starks ([acmi@comcast.net](mailto:acmi@comcast.net)) or Sandy Stergiou ([sstergiou@comcast.net](mailto:sstergiou@comcast.net)) or 643-3201), the current OPAC co-chairs.

Donations can be mailed to the address below or can be made online at the OPAC website: <http://www.arlington.k12.ma.us/Ottoson/main/OPAC.htm>

### OPAC—Ottoson Parent Advisory Council

63 Acton Street  
Arlington, MA 02476

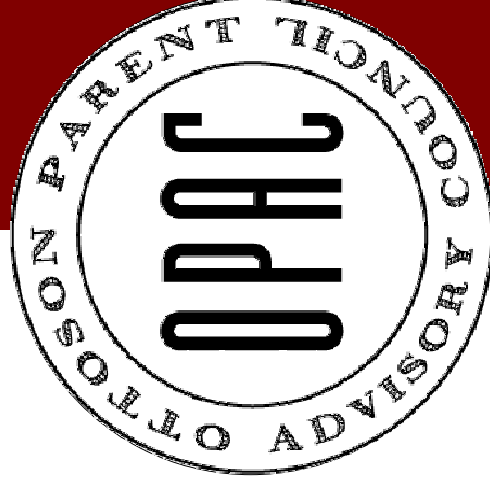
Phone: 781-316-3744

#### Main Numbers to Have on Hand

Main: 781-316-3744

Nurse: 781-316-3745 x2107

Principal: 781-316-3744 x2105



**Information for  
Ottoson parents from  
Ottoson parents**

## How to be a part of your student's middle school experience

### Parent involvement is one of the key factors in a student's success.

Here at Ottoson there are many ways that parents can be involved:

- Join, support, and volunteer with OPAC
- Join and support the Ottoson School Council
- Attend open houses—held in the Fall and Spring (you will receive notices of these through your student)
- Meet with teachers before or after school (teachers are always willing to meet with you and discuss your student)
- Volunteer to help in the media center
- Become a cluster parent
- Chaperone on a field trip
- Attend town-wide parent forums (organized yearly and announced on the town school website and through flyers distributed to all students)
- Attend school committee meetings (held the 2nd and 4th Tuesdays every month on the 6th floor of the high school)
- Volunteer to help with the band or orchestra
- Volunteer to help with the school play (held in the spring, try-outs are often in January after the holiday break)
- Meet with your student's guidance counselor—these are assigned when a student enters Ottoson and they are consistent for their entire time at the middle school

## Has your student told you about...

The homework hotline—this is one way to check on homework. The phone number for the homework hotline is: 781-316-3745. Not all teachers use the homework hotline, so make sure that your student knows which of their teachers use it.

Cluster and teacher websites—another way to stay up to date on things going on your student's cluster is to check if their cluster (or individual teacher) has a website.

## Some good stuff to know

## More good stuff to know

### Tardy, Absent, and Early Release of Ottoson Students

Call the Ottoson main number if your student is going to be tardy or absent: 781-316-3744

To be released early, students need a note that gives the time that they are to be dismissed. At dismissal, they will get a note that will need to be signed by you and returned to Ottoson the next day.

### Lost & Found

The lost and found is located in the teacher's lounge (behind the main office). Students should check for lost items occasionally. Anything unclaimed at the holiday break and the end of the school year are donated to a charity organization.

### School play

The school play is determined by the dramatic arts teacher at Ottoson and announced via morning announcements. Typically the play is announced in January, with try-outs and rehearsals January through March, with the final production in March. If your student is interested, they can always inquire with the dramatic arts teacher.

### School sports

Ottoson is proud to have a boys and girls basketball team. Try-outs are held in the late fall, with games played January through March.

### AM/PM Program

The AM/PM program is a before/after school program that offers many activities for students. There is a nominal fee to take part and students can choose between different offerings. AM offerings start as early as 7 and PM offerings go until about 3:30.

### School bus stops

The 6th grade bus and the Boston bus both deliver and pick-up students on Appleton Place, which is on Ottoson grounds.

### School hours

Students are allowed into school at 7:55 AM and school gets out at 2:25 PM.