



**STUDENT & PARENT HANDBOOK**  
**École Okotoks Junior High School**  
**2023 - 2024**

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## WELCOME TO

### École Okotoks Junior High School

**Our Vision** Inspiring critical thinkers who are kind, confident and resilient.

**Our Mission** Designing opportunities for students to develop their passion and potential.

École Okotoks Junior High School is a grade 7-9 school with approximately 515 students and 32 staff. This comprises certificated teachers including a Learning Coach, as well as non-certificated staff such as educational assistants, office staff, a Learning Commons Facilitator, and a Family School Liaison Counselor. We offer a wide range of learning opportunities in the classroom, community and outdoors. Students are invited to attend a variety of clubs and extracurricular activities, for a well-rounded schooling experience focusing on intellectual engagement, health & well-being, and social emotional development.

To develop the whole child and prepare them for life beyond the walls of schools, we offer a variety of Career and Technology Foundations (CTF), Fine Arts and physical activity opportunities. This provides students the opportunity to explore their interests within various occupational areas and technologies. Through CTF, students may plan, design, create, and implement solutions for relevant problems that exist in our world. These include construction, foods, sports performance, textiles, digital media, band, choir, guitar, outdoor education, makerspace, and drama to name a few.

#### **OUR GUIDING PRINCIPLES**

- A. clear expectations for student behaviour and a proactive staff response
- B. clear and consistent proactive strategies for promoting positive behaviour
- C. clear and consistent strategies for working with inappropriate behaviour
- D. positive reinforcement for appropriate behaviour
- E. clear and consistent guidelines for all school staff, students, and parents to follow
- F. support system and programs for individual students who are in need
- G. community support to help properly teach and support appropriate behaviour in a child; parental/guardian agreement with the policy
- H. effective communication between parents, school, and students at the start of the year and throughout the year
- I. opportunities for students to play an active role in the school community

## **COMMUNICATION**

Parents and students are valued, contributing members of our school community. We welcome your involvement and encourage open, ongoing communication between home and school. To support effective communication please share your email, home and cell numbers to your homeroom teachers and the secretarial staff. We are happy to discuss any aspect of your child's school career with you at any time.

Regular communication can be found on the ÉOJHS website, in monthly newsletters and regular emails home to parents. If you are not receiving emails from your child's homeroom teacher, please contact them directly.

Our school website is updated regularly <http://okotoksjr.fsd38.ab.ca> for current events and contact information.

Face it. There is a lot going on here, and we certainly like to brag about it. Follow us on instagram:**okotoks.junior.high.school** for reminders and find out what is happening!

We hope you find the following information helpful. Should you have questions or concerns please feel free to contact us. We are happy to help!

Principal	Dorothy Paszkowski	<a href="mailto:paszkowskid@fsd38.ab.ca">paszkowskid@fsd38.ab.ca</a>	(403) 938 4426 ext. 19107
Vice-Principal	Meredith Bambrick	<a href="mailto:bambrickm@fsd38.ab.ca">bambrickm@fsd38.ab.ca</a>	(403) 938 4426 ext. 19104

## **SAFEGUARDING LEARNER WORK LIFE EXCELLENCE (AP 414).**

Foothills School Division want to promote family time as an essential part of a strong and vibrant community. Receiving or sending an email as a parent or staff member in the evening, or on the weekend can interrupt family time for both the sender and receiver.

We are encouraging our school communities to limit their emails and communications to and from the school. We are asking all stakeholders to respect this procedure and limit their communications **within a 7 am to 7 pm window on school days**. The procedure also speaks to a 24 to 48-hour response time that we can commit to across the division.

We recognize that exceptions arise, and that at times this may not be possible. All that we ask is that we collectively use our discretion in deciding what may be urgent, and what can wait.

For more information please see ([AP 414](#))

## **ASSESSMENT AND REPORTING**

At the beginning of the year, teachers communicate an outline for each course. This course outline provides a detailed description of how students are assessed in the course. To accurately assess students' understanding, a wide range of tools will be used (e.g., projects, self-evaluation, assignments, quizzes, performances, observations, as well as formative and summative assessments).

### **What to know about the learner profile and reporting schedule kindergarten to grade 12**

- Teachers will communicate student learning on an ongoing basis with parents. Your child's school will share its communication plan with parents.
- Parents will monitor student progress on an ongoing basis by accessing the Edsembli Parent Portal. Your child's school will share student Edsembli login information with parents.

#### **Two reporting periods**

- Reporting Period 1: September 6 – January 30
- Reporting Period 2: January 31 – June 30

#### **Two Learner Conferences**

- Learner Conferences (Reporting Period 1) occur November 8-9
- Learner Conferences (Reporting Period 2) occur April 24-25

#### **Two Learner Profiles**

- Learner Profiles (Reporting Period 1) communicated February 9, 2023
- Learner Profiles (Reporting Period 2) communicated June 28, 2023

## **CURRICULUM AND PROGRAM OF STUDIES**

In Alberta, Curriculum or Programs of Study are determined by Alberta Education. It identifies what students are expected to learn and do in all subjects from kindergarten to Grade 12.

You can find the current [Gr. 7 – 12 Programs of Study](#) on the Alberta Education websites. Alberta Education has developed a series of curriculum implementation resources for parents on their website, [curriculum.learnalberta.ca](http://curriculum.learnalberta.ca). We encourage you to explore these resources and learn more about the content and structure of the new curriculum.

## **MAPLEWOOD/EDSEMBLI AND LEARNER PROFILE**

ÉOJHS uses the reporting system which is Maplewood/Edsembli. The Maplewood Learner Profile is based upon Categorical Grading for Grade 7 & 8 and Numerical Grading for Grade 9. Students and parents will have access to financials, grades, and attendance using the Maplewood System. If you forget your password or it does not work you can contact the Office Administrator, [Daron Walsh](#) for assistance.

## **SCHOOL CALENDAR & IMPORTANT DATES**

As important dates and events are scheduled, they will be added to the [school calendar](#) which is available on our website. Please view the [2023-24 Calendar](#) for non-attendance and other important dates here.

## **CELL PHONE POLICY**

Research is clear that cell phones distract from learning and create other issues we constantly deal with at the school level (gaming, inappropriate uses, bullying, stolen etc.)

- Cell phones and smart devices must be kept in lockers or not brought to school
- Students will have two breaks during the day when they can have access to their cell phone and check for messages.
- Using the phone in the hallways during class time counts as a strike.
- Students needing to contact parents regarding an urgent matter can use the Student Phone in the Office.
- Parents who need to urgently contact their child before the morning break or lunch break can call the office and we will make sure you connect with your child.
- Cell Phones are not allowed in the changerooms.
- Wireless ear buds/air pods are not allowed in class. If students have permission to listen to music in class, they need headphones that are wired into the computer
- Refusal to surrender phone to staff member or office is serious rule violation which may result in an In School Suspension and the students cell phone being banned from school property for a time period decided by the Principal
- Staff are asked to follow the following framework for enforcing the cell phone policy:

**Strike 1** The phone is taken away until the end of the day. The phone is taken to the office OR teacher can keep the phone, document, and have a conversation with the student).

**Strike 2** No phone at school for the rest of the week. If it's taken on a Friday, it's gone for the next week.

**Strike 3** Parent Phone call home by admin. Potential for scheduling parent meeting. Parent needs to pick up the phone. Further consequences may follow.

## **DRESS CODE**

We value individuality and we ask that you please dress accordingly and be respectful of the school's learning environment. Before you leave home, please ensure that:

- all messages represented on your clothing are school appropriate – no advertising alcohol or drugs, no profanity, no negative messaging that would be a put down to someone.
- clothing is appropriate for a school environment

If your outfit does not meet these dress requirements, we may need to contact parents to arrange for alternate clothing to be brought.

## **SCHOOL UNIFORMS**

### Physical Education:

- Required
  - Decent footwear
  - ÉOJHS shorts and T-shirts (or appropriate change of clothes approved by the P.E teacher
  - Athletic wear for competitive groupings
- Respect student rights to a respectful and safe changing environment
  - Respect students' choices - gender neutral individual change rooms available
  - Respect the change rooms and other students
- Respond
  - If a student abuses the changing rooms, they will lose the privilege to use that space

Band: All Grade 7, 8 and 9 Band students must purchase a black ÉOJHS Band shirt and have black pants or skirt - as well as black socks and shoes.

Choral: All Choir members are required to have a black, button-up dress shirt or black blouse, which they must wear for all performances. Students must also wear a pair of black pants/skirt (semi-formal) and black shoes & socks to complete the performance uniform.

## **ÉCOLE OKOTOKS JUNIOR HIGH SCHOOL COUNCIL**

The School Council (parent council) meets once a month (except for December and June) to offer support and advice regarding the operation of the school. All parents are welcome and encouraged to attend. Our first meeting will be held on September 13 at 7:00 PM.

## EXTRA-CURRICULAR ACTIVITIES

Athletics: Over the school year, several extra-curricular teams are available to the students. This includes: Flag Football, Cross Country, Volleyball, Badminton, Basketball, and Track & Field. Flag Football, Cross Country and Volleyball will begin right away in September; tryouts and practices will be posted in morning announcements. If there are parents who are interested in helping coach any of our sports teams this school year, please reach out to our Athletic Director, Kristen Ahearn; [ahearnk@fsd38.ab.ca](mailto:ahearnk@fsd38.ab.ca).

Clubs/Activities - We are pleased to offer a variety of clubs, please see our website for all the club and sporting events (family → daily announcements)

## PHYSICAL EDUCATION

This year we are fortunate to have daily PE! As a result, we have many classes occurring at the same time. Since we are limited with our spaces, we will always have one group outside for PE. We would love help and support from parents to make sure students are dressed for the weather during the winter months. Students are still expected to change, but should wear appropriate layers (sweaters, jackets, toques, mitts, and snow pants if necessary) over top. We will check the temperature right before our classes and will take wind chill into consideration. If the weather is colder than -20, we will remain indoors for an alternate activity.

We will be distributing gym strips to our students during the week of September 5th. Grade 7 students have already been charged this fee to their school account. If returning grade 8 or 9 students need new shorts or t-shirts, please send your child with cash, cheque (payable to Foothills School Division), or email Daron Walsh ([walshd@fsd38.ab.ca](mailto:walshd@fsd38.ab.ca)) asking her to charge your account to pay online.

Please note, for grade 8s and 9s, we will need this payment prior to providing them with their gym strip item. \$13 for T-Shirts, \$15 for Shorts. We also sell OJ sweatpants for \$20 if they would like those.

This year we have a google classroom with our year plans and rubrics, our classroom code is pezeaur. If you have any questions, please contact any one of the PE teachers (Kristen Ahearn; [ahearnk@fsd38.ab.ca](mailto:ahearnk@fsd38.ab.ca), Chad Barton; [bartonc@fsd38.ab.ca](mailto:bartonc@fsd38.ab.ca), or Shawn Lefebvre; [lefebvres@fsd38.ab.ca](mailto:lefebvres@fsd38.ab.ca)).

## FEES

All school fees are expected to be paid by the end of October and will be loaded into your child's edsembli account. If arrangements need to be made for paying school fees, please contact the office: Daron Walsh [walshd@fsd38.ab.ca](mailto:walshd@fsd38.ab.ca)



## **LOCKERS**

All students are required to use a school lock; personal locks are not permitted. Homeroom lockers will be assigned to every student during the first week of school. Students who lose a school lock will be required to pay an additional \$3.00 fee to replace the lock.

- Lockers are to be kept locked at all times.
- Any changes to your locker need to be approved by your homeroom teacher.
- Lock combinations should not be shared with others.

## **STUDENT ABSENCES**

Attendance affects student achievement; students need to attend regularly to maximize their learning. Attendance is taken every class and if your child is absent but not excused from class, parents will receive an automated phone call home in the morning and in the afternoon. The school will contact parents via the ÉOJHS automated phone and email system on all absences daily.

It is the parent(s') responsibility to confirm whether these absences are excused or unexcused. **Please email us at [ojattendance@fsd38.ab.ca](mailto:ojattendance@fsd38.ab.ca)** and provide the student's name, homeroom, and reason for and approximate length of absence/ lateness. Any student absences not reported to the office will be recorded by the office as unexcused.

Attendance concerns will result in a two-step process:

- Initially a student-parent –teacher conference will determine a plan of action
- If the problem persists a student-parent-administrator conference will be held to determine a plan of action.

## **LATES**

Students are expected to be at school and in class on time. If a student is late, parents are asked to send a note with the student, E-mail [OJAttendance@fsd38.ab.ca](mailto:OJAttendance@fsd38.ab.ca) or call the attendance line 403-938-4426 and press 1. If a student arrives at school late, they need to sign in with the front office

## **DROP OFF AND PICK UP TIMES**

We value the safety and well-being of our students and the surrounding community, and we kindly ask for your cooperation in being respectful of our neighbours when picking up and dropping off your child. Please refrain from parking in front of driveways in the vicinity of the school. We ask that parents avoid double parking, as it disrupts the flow of traffic and poses risks to students crossing the street and other drivers. We understand that pick up and drop

off times can be hectic, but your efforts will contribute to a safer and smoother drop off process for everyone.

### **LEAVING SCHOOL PROPERTY**

ÉOJHS is a closed campus for grades 7 and 8. Once students have arrived on campus, they are expected to be in class or on the school grounds until they are dismissed.

- Grade 9's will be considered for off campus privileges starting in October. Off campus privileges means that students can leave campus for lunch hour with parental approval. An administrator or homeroom teacher may remove off-campus privileges if necessary.
- If students leave the school during class time, they are expected to have their parents' permission (either a written note, phone call or email message) and **MUST sign out at the office**
- Students may go home for lunch. They must have a signed form, which allows them to travel from ÉOJHS to their home for lunch, with the expectation that they return to ÉOJHS on time. Students cannot have friends travel with them for lunch nor should they be going to their friend's homes for lunch. We ask that parents do not allow students to travel to fast food locations for lunch during this time.
- Please come in or call the school and sign out your student if your child is leaving early.

### **SCHOOL DANCES**

School dances are held periodically throughout the year for the enjoyment of ÉOJHS students only, no guests are allowed. ÉOJHS students and chaperones are welcome to attend and enjoy the dances. Dance privileges are for students in good standing.

Each homeroom needs to provide at least one parent chaperone per dance. Any student who will arrive late or will be leaving early at the dance must make advance arrangements.

- School dress code applies at all dances.
- The year-end dance is semi-formal.

### **STUDENT SERVICE INFORMATION**

Everyone needs support at times. If you or someone you know needs support, you can access:

Family School Liaison Counsellor:	Kyla Hall Ext: 19117
24 Hour Crisis and Suicide Help Line:	403-266-1605
Teen Line:	403-264-8336
Alberta Mental Health Crisis Line:	1-800-779-1557

Students are welcome to reach out to any staff member for support

## **SUPERVISION OF STUDENTS**

Students are under supervision from 8:15 am until 3:20 pm. Students in the building before or after these hours will not be under the direct supervision of a staff member (unless involved in an extra-curricular activity or working directly with a teacher). Students arriving before 8:00 will be required to wait outside.

## **TECHNOLOGY AT ÉOJHS**

**By logging into the FSD server, students are agreeing to:**

- Take full responsibility for, and respectfully use, the technology available to them at school.
- Use the internet appropriately.
- Use the school printer for school learning purposes only.
- Keep usernames and passwords private
- Access only personal files or files they have been given permission to access by an authorized staff member
- Use technology in positive ways that do not negatively affect anyone else.

**Failure to comply with the above guidelines could result in the following actions:**

- Suspension of the privilege to access the school's technology and resources.
- Banning of the use of personal technological devices during part or all of the school day.
- Cancellation of accounts

## **STUDENT EXPECTATIONS**

### **CODE OF CONDUCT - (AP 350)**

ÉOJHS has a responsibility to ensure that students and staff are provided with welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging and promote student wellbeing. ÉOJHS works with families and community partners to provide safe, caring, respectful and welcoming, inclusive, and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world.

ÉOJHS is committed to promoting a safe learning and working environment. All those involved with the school including staff, students, parents, volunteers, and community members must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. Investigation of allegations of such behaviours will be conducted in a timely and respectful manner. The Student Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.

The Student Code of Conduct establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment.

Behavior may include the use of electronic means (e.g., social media). Consequences of unacceptable behaviour will take into account the student's age, maturity and/ or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the student code of conduct is to help students learn how to address issues of dispute, develop empathy and become good citizens both within and outside of the school community.

#### STUDENT CONDUCT

At ÉOJHS, students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of our school community and accept the responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school.

While school staff is not able to control what students do outside of school, when the behaviour has a detrimental impact on the school environment, there may be consequences or interventions for inappropriate behaviour.

#### ATHLETIC CODE OF CONDUCT

**Attendance:** Students must be at school for the day of a practice or game to participate unless they have a legitimate reason. These may include:

- School Sanctioned Activities
- Appointments with health professionals
- Emergency Situations
- Planned absence for personal or educational purposes that have been approved by the school administration.

**Academics:** Ocelots are student-athletes which means they have a positive attitude and are up to date in their learning. Students who are unable to meet the requirements of the student athlete code of conduct will not be able to participate in their sport.

**Commitment:** Being a member of any school team is a privilege that each athlete must earn. A key to earning that privilege is commitment to the team. Team success can only be achieved if all participants are committed. This type of commitment includes:

- Attendance at all practices, games, and team events.
- Providing the coach with advance notice of absences from practices or games, and an explanation for that absence.
- While it is acceptable for a student athlete to have a job, it is not reasonable to expect the coach to accept working as a legitimate reason for missing practice or a game.
- Be a positive team member at and away from the sport

### STUDENT EXPECTATIONS

The Behavior Continuum will be shared with students at the beginning of each semester and reviewed as necessary throughout the year. It will also be posted in classrooms and common areas of the school.

Expectations	Level 1	Level 2	Level 3
	Possible consequences may include but not limited to:	Possible consequences may include but not limited to:	Possible consequences may include but not limited to:
<p><b>Be responsible</b></p> <ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Be on time</li> <li>• Be prepared</li> <li>• Do your best</li> <li>• Be here to learn</li> <li>• Take care of your stuff</li> <li>• Take care of our school</li> <li>• Take responsibility</li> </ul> <p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Clean up</li> <li>• Treat people, places, and things kindly</li> <li>• Use language appropriate for school</li> </ul> <p><b>Be Safe</b></p> <ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Keep your hands and feet to yourself</li> <li>• Stop and think - If it's hurtful or harmful to yourself or others then don't do it</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher redirection</li> <li>• Teacher discussion</li> <li>• Warning</li> <li>• Take responsibility</li> <li>• Apology</li> <li>• Referral/Reflection sheet</li> <li>• Alternate workspace</li> <li>• Loss of privileges</li> <li>• Teacher led detention</li> <li>• Restorative action</li> <li>• One-block ISS</li> <li>• Clean-up duty</li> </ul>	<ul style="list-style-type: none"> <li>• Referral/Reflection sheet</li> <li>• Office referral</li> <li>• Written apology</li> <li>• Referral/Reflection sheet</li> <li>• Targeted coaching/assignment</li> <li>• Parent contact</li> <li>• Loss of privileges</li> <li>• Reassigned break times</li> <li>• Time in Office</li> <li>• Restorative conference</li> <li>• In-School-Suspension (ISS)</li> </ul>	<ul style="list-style-type: none"> <li>• Referral/Reflection sheet</li> <li>• In-School-Suspension (ISS)</li> <li>• Out-Of-School-Suspension</li> <li>• Parent meeting</li> <li>• Targeted coaching/assignment</li> <li>• Behaviour contract or plan</li> <li>• Direct Adult Supervision</li> <li>• Restorative Conference</li> <li>• Restorative Action (restitution)</li> <li>• Community Service required</li> <li>• Change in School placement</li> <li>• Police Involvement</li> </ul>

## BEHAVIOUR AND CONSEQUENCES

### LEVEL 1 BEHAVIOUR

**(Minor Rule Violations - No Form Required, supervising adult deals directly with the issue)**

Arguing with/yelling at each other  
Classroom disruption  
Dress Code violation  
Failure to follow classroom rules (ie sleeping in class, being late or disruptive)  
Failure to follow outdoor rules  
Food/Drink in gym/learning commons  
Habitually off task  
Inappropriate comments or gestures  
Inappropriate displays of affection  
Inappropriate use of phones and/or technology  
Late for class  
Mild teasing/name calling that is not repeated  
Not keeping up with school work  
Inappropriate language (mild swearing)  
Play fighting/roughhousing  
Running in halls  
Poor attendance  
Throwing snow, food etc  
Disruptive in halls  
Uncooperative with adults  
Unprepared for class (supplies, books etc)

### POSSIBLE LEVEL 1 CONSEQUENCES

- Students who engage in Level 1 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate behaviour. Students may receive a consequence of the supervisor's choice designed to discourage the inappropriate behaviour from reoccurring in the future.
- Any adult can redirect student behaviour
- Students exhibiting repeated Level 1 behaviour will be moved to LEVEL 2.

Consequences for LEVEL 1 behaviours are determined and monitored by the supervising adult. They *may* include, but are not limited to:

- One-block ISS/Removal from class

- Warning
- Teacher-led detention
- Apology, verbal and/or in written form
- Verbal correction
- Loss of privileges
- Separation from friends
- Clean-up duty
- Journal/reflection
- Alternate work space

### **SUGGESTED STRATEGIES TO DEAL WITH LEVEL 1 BEHAVIOURS**

- Monthly classroom review of the Code of Conduct
- Classroom discussions about ongoing challenges
- Class meetings/circles
- Classroom rules co-created with students related to the Code of Conduct
- Collaboration with teaching partners about classroom rules and expectations to promote consistency for students
- Brainstorming activities in class (coping strategies, classroom privileges, possible classroom-level consequences)
- Focus on positive behaviour in class discussions
- Explicit teaching of our school vision: inspiring critical thinkers who are kind, confident and resilient
- Call parents with student in attendance to explain the incident (will reach out to family to see if they are open to receiving phone calls during the work day)

### **LEVEL 2 BEHAVIOUR**

**(More Serious Rule Violation - Incident Report required for admin referral)**

Peer Conflict

Lying

Cheating/plagiarism

Repeated or directed inappropriate language/verbal abuse/aggression

Directed misuse of equipment or objects (throwing a book in anger)

Disrespectful behaviour towards another student or staff member

Group mentality: rallying together with negative intention

Possession of inappropriate items (lighters, laser pointers)

Repeated inappropriate use of technology

Leaving class/school property without permission

Minor vandalism (writing on desk)

Inappropriate language (offensive swearing, offensive language)  
Unresolved or repeated level 1 behaviour

## **LEVEL 2 CONSEQUENCES**

Students who engage in LEVEL 2 behaviours will be asked to identify the inappropriate behaviour and describe the appropriate behaviour. The reporting adult will directly tell the student they have been referred to the office for a level 2 office referral and will hand the referral form to the office. The student should expect the office to follow up with them within 24 hours. Administration will place a copy of the Incident Report in the student's file and will follow up with the referring adult, student, and family.

Consequences/responses may include, but are not limited to:

- Responsibilities/work assigned by supervisor
- Apology letter
- Reflection sheets
- Loss of privilege; reassigned break times
- In-School-Suspension
- Parental Involvement and/or communication
- Assigned to learning lunch for academic reasons
- Assigned to office detention for behavioural concerns
- Restorative conferences

## **SUGGESTED STRATEGIES TO DEAL WITH LEVEL 2 BEHAVIOURS**

All the strategies stated in Level One, plus:

- Targeted lessons at the classroom level
- Classroom system for keeping track of who is out of the room
- Discussion about language that is appropriate in school
- Discussions about the costs of vandalism and property damage

## **LEVEL 3 BEHAVIOUR**

**(Serious Rule Violation - supervising adult will escort student directly to the office)**

Fighting/assault

Theft

Vandalism/property damage

Possession of and/or use of illegal substances (alcohol, vapes, cannabis, drugs)

Possession of weapon(s)

Pulling fire alarm



Sexual harassment or assault

Bullying

Skipping school

Threats to students or staff

Unresolved or repeated level 2 behaviour (Incident Report Required)

### **POSSIBLE LEVEL 3 CONSEQUENCES**

Students who engage in LEVEL 3 behaviours will be referred to the Administrative Team by being escorted directly to the office. After consulting with the parent and appropriate school personnel, the Administrative team will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behaviour. These actions may include, but are not limited to:

- In-School-Suspension (more than one block)
- Out-of-School-Suspension
- Parental involvement/communication
- Behavioural contracts or plans
- Conference (with guardians, staff, student, counselling, student services, etc.)
- Adult escort/accompaniment to class and breaks (supervision)
- Restitution arrangements
- Police involvement
- Restorative circles

### **SUGGESTED STRATEGIES TO DEAL WITH LEVEL 3 BEHAVIOURS**

All the strategies stated in Level One and Level Two, plus:

- Parental communication and/or involvement
- Develop and implement appropriate behaviour plans for specific students
- Organize conferences with parents, students, staff, and other stakeholders as necessary
- Organize classroom reassignment for in-school suspensions
- Organize appropriate restitution, work assignment or community service arrangements as necessary

**STAFF TO COMPLETE**

Student Name: \_\_\_\_\_ Grade/HR: \_\_\_\_\_

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

<p><b>Describe the incident or concern:</b></p>          	
<p><b>Action taken by staff circle one and/or describe</b></p> <ul style="list-style-type: none"> <li>• Verbal correction/warning given</li> <li>• Teacher-led detention</li> <li>• Apology, verbal and/or in written form</li> <li>• loss of privileges</li> <li>• Parent contacted</li> <li>• Referral to student services</li> </ul> <p>_____ Check here if no admin follow is needed</p>	<p><b>Action taken by staff (describe here if needed)</b></p>          
<p><b>Action taken by Administration (Circle)</b></p> <ul style="list-style-type: none"> <li>• Apology/restorative conversation</li> <li>• ISS/OSS</li> <li>• loss of privileges</li> <li>• parent contacted</li> <li>• referral to student services or other agency</li> <li>• One-block ISS/Removal from class</li> <li>• Discussion/documentated by admin</li> </ul> <p>Comments:</p>          	<p><b>Closing the loop -</b></p> <p>_____ reviewed by admin.</p> <p>_____ reviewed by staff member.</p> <p>_____ no follow up needed (return to Kathy)</p> <p>_____ follow up needed (return to admin)</p> <p>Comments:</p>          

REFLECTION SHEET - STUDENT TO COMPLETE

Student Name: \_\_\_\_\_ Grade/HR: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: \_\_\_\_\_

Tell us what happened.

What were you feeling or thinking when it happened?

Who was hurt or affected by what happened? How were they affected?

What do you think should happen to make things right?

What strategy can you use to prevent this from happening again?

BELL SCHEDULE

## ÉOJHS Bell Schedule (2023-2024)

First Warning Bell	8:25
HR Block 1	8:30 – 8:40
Block 2	8:45 – 9:37
Block 3	9:37 - 10:30
Morning break	10:30 - 10:40
Block 4	10:45 - 11:37
Block 5	11:37 - 12:30
Eating Time	12:30 - 12:50
Outside Time	12:50 - 1:20
Block 6	1:25 - 2:17
Block 7	2:17 - 3:10

warning bell 8:25. Period 1 starts 8:30

\*warning bell 10:40 to end break. Period 4 starts 10:45

\*warning bell 1:20 Period 6 starts 1:25



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**Parent and Student Acknowledgement**

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_

Dear Parent(s)/Guardian(s),

To help improve parent communication, we have put the Student and Parent Handbook on our website as well as attached it in an email to all our students and parent/guardians so that parents have the opportunity to review and discuss the information provided with their child.

We encourage you to review the information and use the handbook as a reference guide should you have any questions throughout the year.

Signing below, the student and parent acknowledges they have read and understand the student expectations for those attending

\_\_\_\_\_  
(Parent/ Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

*Please return this page to your homeroom teacher by **September 15, 2022***

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Ms. Dorothy Paszkowski  
Principal

Ms. Meredith Bambrick  
Vice Principal

