



STUDENT & PARENT HANDBOOK
École Okotoks Junior High School
2024-2025

1 Pacific Avenue
Okotoks, Alberta
Phone # (403) 938-4426
Attendance # (403) 938-4426, press 1
Website: foothillsschooldivision.ca/okotoksjunior
Attendance email: ojattendnace@fsd38.ab.ca

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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 450 students and 34 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 <https://www.foothillsschooldivision.ca/okotoksjunior> for current events and contact information.

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	paszkowskid@fsd38.ab.ca	(403) 938 4426 ext. 19107
Vice-Principal	Meredith Bambrick	bambrickm@fsd38.ab.ca	(403) 938 4426 ext. 19104

SAFEGUARDING LEARNER WORK LIFE EXCELLENCE ([AP 414](#)).

Foothills School Division wants 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

- 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 3 – January 28, 2025
- Reporting Period 2: January 29 – June 27, 2025

Two Learner Conferences

- Learner Conferences (Reporting Period 1) occur November 19&21, 2024
- Learner Conferences (Reporting Period 2) occur April 14 & 16, 2025

Two Learner Profiles

- Learner Profiles (Reporting Period 1) communicated February 7, 2025
- Learner Profiles (Reporting Period 2) communicated June 27, 2025

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. We encourage you to explore these resources and learn more about the content and structure of the new curriculum.

EDSEMBLI AND LEARNER PROFILE

ÉOJHS uses the reporting system which is Edsembli. The Edsembli 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 Edsembli System. If you forget your password or it does not work you can contact the Office Administrator, [Daron Walsh](#) walshd@fsd38.ab.ca for assistance.

SCHOOL CALENDAR & IMPORTANT DATES

As important dates and events are scheduled, they will be added to the [OJHS 2024-25 Calendar](#) which is available on our website. The [FSD System Calendar](#) can be viewed on the Foothills School Division Website.

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 changing rooms.
- 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. This will be documented and the teacher will 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 18 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, Chad Samson at samsonc@fsd38.ab.ca.

Clubs/Activities - We are pleased to offer a variety of clubs. Students are encouraged to pay attention to the [Daily Announcements](#) to see what clubs are meeting during the school Year. This is available on the [OJHS Website](#) under Family & Community.

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 3rd. Grade 7 students will be charged this fee to their school account. If returning grade 8 or 9 students need new shorts or t-shirts, please email Daron Walsh (walshd@fsd38.ab.ca) asking her to charge your account..

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.

FEES

All school fees are expected to be paid within 30 days of being applied to your edsembli account. If arrangements need to be made for paying school fees, please contact the office: Daron Walsh 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** 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 due to an appointment or, parents are asked to send a note with the student, E-mail 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

MINIMIZING DISRUPTION TO LOARNING

As we strive to create an optimal learning environment for all students at ÉOJHS, we ask that parents arrange for early pickups to happen during natural breaks in our schedule. We strive to avoid interrupting classes to request the early release of students for appointments, family vacations or extra-curricular activities such as tournaments or competitions.

We receive many requests for students to be called out of class, particularly on Friday afternoons, before a PD Day or when there are after-school activities such as games or competitions. These interruptions impact the overall flow of instruction within our school and not only affects the students being called out but also has a ripple effect on the entire class, creating challenges for both teachers and students to maintain focus and engagement.

We understand that last-minute emergencies happen, and we acknowledge the busy schedules of our parents. We ask parents to consider the following:

- 1. Use natural breaks in learning:** Plan the pick-up time to occur during a natural break. We have included the school bell schedule below and attached a copy to assist you.

2.Minimizing Last-minute Interruptions: Communicate the pick-up time with your child in advance. By scheduling these ahead of time, students can discreetly slip out of class without the need for the secretary to make calls, thereby avoiding unnecessary disruptions to the learning process.

3.Respecting Event departure times: When picking up students for school events, we kindly request that you respect the departure times outlined by the coaches/teachers organizing the event. This will assist us in maintaining an uninterrupted learning environment.

Your cooperation in adopting this approach is highly appreciated and will go a long way in ensuring a focused and uninterrupted educational experience for all students.

FRONT OF SCHOOL PARKING

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 email call or email the school to sign out 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 for the dance must make advance arrangements.

- The school dress code applies to all dances.
- The year-end dance is semi-formal.

STUDENT SERVICES 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 extracurricular 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

ACADEMIC and ATHLETIC AWARDS

More information about the awards available and the criteria can be found here: [Student Awards](#)

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

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

CONTROVERSIAL ISSUES AND HUMAN SEXUALITY EDUCATION

Controversial issues are those topics that are publicly sensitive and upon which there may not be a consensus of values or beliefs. They include topics on which reasonable people may sincerely disagree. Opportunities to deal with these issues are an integral part of education in Alberta. (Code of Professional Conduct for Teachers and Teacher Leaders Companion Document, Alberta Education).

Growth, development, and human sexuality are concepts outlined in the Grade 7-9 Health program of studies, as such teachers are legally and professionally obligated to provide instruction of these outcomes.

The Education Act in Alberta provides that schools will provide notice to parents when: 58.1(1) A board shall provide notice to a parent of a student where courses, programs of study or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with religion or human sexuality. For more information see [AP 205](#)

COMPLAINTS OR CONCERNS AND DISPUTE RESOLUTION (AP 151)

OJHS is committed to the establishment of productive partnerships between parents/guardians and school staff members in support of student learning. The Education Act clearly outlines the responsibilities of students, parents and employees of the Board in ensuring that each member of the school communities conduct contributes to a welcoming, caring, respectful and safe learning environment. It is recognized that concerns or complaints are best resolved as close to the source of the concern or complaint as possible beginning at the classroom and school level.

School is a place of courtesy and respect for students, employees, parents and guardians and visitors. The same expectation applies when working through concerns and disputes. Intimidation, offensive language, or threats of violence will not be tolerated. Nor will screaming, belittling comments or rude behaviors. Complaint and dispute resolution will be deferred until these expectations can be met.

Procedures

1. When a complaint arises, the parent/guardian is requested to meet and speak first with the employee (i.e. teacher or bus driver) directly involved in an attempt to resolve the issue. It is expected that meetings will be:

- a) in person
- b) one to one, and
- c) focused on resolving the matter

2. Concerns and complaints must be made in a respectful manner, at an appropriate time and place and should not be:

- a) in the presence of students;
- b) during instructional time; or
- c) in the presence of an employee's co-workers.

3. If satisfactory resolution to the concern is not achieved, the next step is to meet the employee's immediate supervisor (i.e. School Principal or Director of Transportation).

4. If the parent is reluctant to speak first to the employee affected, the parent/guardian should contact a School Principal or Division administrator to help resolve the issue.

4.1 Advice and support will be given to ensure that the concerns of all parties are reviewed in an appropriate manner where the concern is given respectful attention while upholding the integrity of the educational system.

4.2 The parent/guardian will be informed that the employee will be advised of the parent's concern.

5. If it continues to be unresolved, the parent/guardian can raise the concern with Director of Education Partner Relations. The Director has the authority from the delegated authority from the Superintendent to review and support mediation from a Division office level.

6. Employee decisions that do not significantly affect the education of a student are within the final authority of the Superintendent as delegated by the Board of Trustees.

7. Complete confidentiality respecting complaints cannot be guaranteed. Investigation and resolution of complaints will be disclosed to the employee or an agent of the Division on a need-to-know basis.

8. The school will not respond to anonymous complaints except in instances where there are allegations associated with child welfare issues or criminal activities

BELL SCHEDULE

ÉOJHS Bell Schedule (2024-2025)

First Warning Bell	8:25
HR Block 1	8:30 – 8:45
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