

**École Okotoks Junior High School**

**2018 / 2019  
PARENT / STUDENT  
HANDBOOK**

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**Where, each learner, entrusted to our care, has  
unique gifts and abilities. It is our mission to find out  
what these are....explore them...develop  
them...and celebrate them!**

**Foothills School Division #38**

## **“Ocelot P.R.I.D.E.”**

“Welcome to École Okotoks Junior High School!

École Okotoks Junior High School strives to offer students the benefit of a well-rounded, enjoyable and rewarding junior high school experience; the result of which is a successful period in our students’ lives. This allows them to grow academically, physically, and socially. For the 2018-2019 school year, we will have approximately 685 students enrolled in grades 7 through 9.

It is important to us that parents and students see themselves as valued, contributing members of our school community. We welcome their involvement and encourage open, ongoing communication between home and school. **To that end, we ask that you keep your homeroom teacher and our secretarial staff up to date with regards to your email, landline and cell phone numbers, to ensure that two-way communication is ongoing.** We would be happy to discuss any aspect of your child’s school career with you at any time. We hope you find the following information helpful and please call if you have any questions.

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

The School Council meets once a month (except for December and June) to offer support and advice regarding the operation of our school.

Mission:

**To support enhanced student learning through commitment and active involvement of parents, staff and community.**

Vision:

**Together we can make great things happen.**

## COMMUNICATION

Regular communication can be found on the ÉOJHS website, in monthly newsletters and weekly/bi-weekly emails home to parents. If you are not receiving emails from your child's homeroom teacher, please contact them directly in order to work out any issues. Again, it is vitally important that if you change any contact information (email addresses, cell numbers, etc.) that you inform the office and your child's teachers.

THE PAWPRINTS - Our school newsletter will be posted on our school website <http://okotoksjr.fsd38.ab.ca> at the beginning of each month and mailed to those families with no computer access. This newsletter contains information about upcoming events and special days.

## TWITTER & FACEBOOK

We have some clubs in the school that have information about the programs that we run, on Facebook. (École Okotoks Junior High School Ski/Snowboard Club, Ocelot CrossFit Kids, etc.) EOJHS also has a Twitter feed right on the front of the EOJHS webpage. Information and celebrations can be found on the feed, as well you can follow us!

## SCHOOL WORK

To achieve personal excellence, students should expect to get most of their work done in class. Work that is not completed may need to be done as homework. Parents / Guardians can be most helpful in reinforcing this by checking on homework. **Staff are committed to regularly communicate with parents / guardians regarding homework, school activities and academic progress. This can be done via phone calls, e-mails** (teacher E-mail addresses are *last name, first initial @fsd38.ab.ca* e.g. *smitht@fsd38.ab.ca*) **text messaging or regular postings to individual teacher web pages.** Please check our web for individual teacher sites.

*\*\*In order to make this happen, it is imperative that teachers and/or the office staff have your updated email address(es) and cell phone number(s). If you make changes throughout the year, please notify the school ASAP.\*\**

### **Note:**

Student progress on individual assignments and projects will be the responsibility of the student, with support and direction from their teacher and home.

**“Re Do’s”:** Re Do’s on assignment and assessments may be warranted and/or requested and are judged on an individual basis, in consultation with the student, teacher and parent / guardian.

**“NHI’s” (not handed in):** Work must be handed in on time! If work is not complete, the student and teacher will create a plan to complete the work in a timely manner. Parents / Guardians will be informed of the plan and the due date to complete the work. Students, who continue to have incomplete work, will be referred to an Intervention to complete their work.

## **TECHNOLOGY AT EOJHS**

Students will receive their new logins for the school computers shortly. We are Google based and therefore student logins will reflect a Google login format. Students must register using a school based, PC computer in order to set up their new account.

**Students and Parents must sign an “Acceptable Use” form prior to receiving access to their computer drives and hardware**

**This form will be sent home and must be signed by any student in grade 7 and any student that is new to EOJHS this year. This paper copy must be returned to EOJHS. Students who have not returned the signed, paper copy, will be locked out of the computers. They will only need to do this once, while they are attending ÉOJHS. \_**

Students can use their own devices (Chromebooks, laptops, tablets, Smartphones, etc) and login to the wifi system at our school. Work can be shared with their teachers using Google.

Students will conduct themselves accordingly and exercise good judgement at all times. This means that they will:

- Take full responsibility for, and respectfully use, the technology available to them at school.
- Use the internet only for activities related to curriculum expectations.
- Use the school printer for school work purposes only.
- Adhere to all licensing agreements and copyright laws.
- Refrain from sharing user id.'s and passwords with anyone and will not use the user id. or password or other students.
- Access only personal files or files they have been given permission to access by an authorized staff member
- Not use technology in any way that negatively affects any other student or persons.

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
- Legal action as deemed by the Criminal Code of Canada.

## **MAPLEWOOD LEARNER PROFILE – ONGOING REPORTING**

This year ÉOJHS will continue using the new reporting system which is Maplewood based. We ask for your continued patience as staff familiarize themselves with this new tool for reporting.

The Maplewood Learner Profile will look similar to the previous Learner Profiles and will still be based upon Categorical Grading for Grade 7 & 8 and Numerical Grading for Grade 9.

Due to the fact that staff will be working through the new program, student and parent access to see progress will not be available at this time. Students and parents will still have access to financials and attendance using the Maplewood System.

At the beginning of the year you will be notified and receive a login and password so that you and your child can go online and check on this information in an ongoing manner. If you forget your password or it does not work you can contact the Office Administrator, Tracy Thorbjornsen to have it reset. [thorbjornsent@gm.fsd38.ab.ca](mailto:thorbjornsent@gm.fsd38.ab.ca). Again, if there is testing of the new reporting system going on, we may not be able to get your login information right away and once again ask for your patience.

## **EXTRA-CURRICULAR ACTIVITIES**

**Athletics:** Students compete on school teams in league play and/or drop-in clubs at all three grade levels in the following sports:

September ~ Cross-Country Running, Flag Football (Gr. 7 & 8) (New - Gr. 9)  
Sept.- Nov ~ Volleyball, Cheer Team, FitKids  
Dec. - Mar ~ Basketball, Triathlon Club  
March - May ~ Badminton  
April - June ~ Track & Field

**Clubs/Activities - (AP 379)** We are pleased to offer a variety of clubs during our Wellness Wednesdays.

## **PURSES/BACKPACKS/PHONES/IPODS/MP3 PLAYERS**

Students may carry a Gymsack or Sackpack with them from class to class. Purses and regular sized Backpacks **are not to be carried to class with students**; they should be kept in their lockers.

Students may use the office phone if they are sick or injured. Any other calls can be made, with teacher/staff approval, from the student phone located in the West Entrance.

- Teachers will post their rules for the use of “Technology” in their classroom. Students will be expected to understand the rules of the classroom and are expected to abide by them. Students should ask their teacher for clarification if they do not understand any of the information posted.
- Cell phones are permitted to be used during the instructional times of the school day, as permitted by the classroom teacher. Always ask for permission first, to use your cell phone to help with your classroom learning.

- Cell phones **are permitted** to be used in the building before 8:30am, during morning break, at lunchtime and after home room at the end of the school day.
- Students will be asked to leave their cell phones with the teacher if they are going to the washroom, etc.
- Students should not be on their phones in the hallways, change rooms, etc. during class time.

Music devices may be used before the morning bell, at lunchtime and after home room at the end of the day. EOJHS will not be held responsible for any devices that are lost or stolen.

**Any electronic devices brought into the classroom must be visible at all times. Electronics must be placed on the top corner of the student's desk when students are doing seat work. Students are responsible for their personal electronic devices and should ensure that they take the devices with them if they should leave their desks.**

*\*\*Taking pictures or video of staff or students, without their permission, is not acceptable. Please inform people that you are taking their pictures. Students are informed that pictures are being taken for the Yearbook, throughout the year and can decline from being in any pictures that are taken.\*\**

### **SUPERVISION OF STUDENTS**

Students are under supervision from 8:25 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). It is expected that students arriving at school early or staying late will behave in a respectful, responsible manner. (*Students who are arriving early or staying late are expected to wait outside of the school, in the front foyer or in the Cafe.*)

### **SCHOOL DANCES**

School dances are held periodically throughout the year for the enjoyment of ÉOJHS students. **Guests are not permitted.** ÉOJHS students and chaperones are welcome to attend and enjoy the dances. Dance privileges may be suspended for:

1. **Students who have had their privileges suspended for disciplinary reasons.**
2. **Students with an inexcusable absence at school anytime during the week of the dance OR repeated absences during the time leading up to the dance.**

Each homeroom is requested 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.

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

## **LOCKERS**

All students are required to use a school lock; personal locks are not permitted. Homeroom lockers and Physical Education 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. The fact that you are issued with lockers and locks does not relieve you of personal responsibility for the safekeeping of books or valuable items.

- Lockers are to be kept locked at all times.
- Students are not to change from the locker that they have been assigned.
- Lock combinations should not be shared with others.
- On the rare occasion when a student has to bring an item of value or a large sum of money, please leave it at the office for safekeeping.
- Identify all personal property by clearly marking it with your name.

**School lockers are the property of the Foothills School Division #38 and may be subject to periodic checks by school personnel.**

## **STUDENT SERVICE INFORMATION**

Being a teenager can be difficult at times. If you or someone you know is in need of support, here are some numbers you can call:

AADAC Youth Services:	403-297-4664
24 Hour Crisis and Suicide Help Line:	403-266-1605
Teen Line:	403-264-8336
Alberta Mental Health Crisis Line:	1 800-779-1557
Public Health Nurse:	403-335-2600

## **DRESS CODE**

Students and staff have come together to create a dress code for this year. We value individuality and we ask that you please dress accordingly and be respectful of the environment:

- Ensure midriffs are completely covered.
- Ensure shorts and skirts cover adequately.
- Ensure 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.

*~The way you dress reflects who you are~*

We ask that hats, toques or other similar items are not to be worn in the school building, with the exception of HATS ON FOR CHARITY, which happens on the last day of each week. On those days, if students wish to wear a hat, they can donate a minimum of \$1 which will be donated to various causes, listed at the start of each month.

These simplified rules should cover 99% of our student population, however if there is a question as to the appropriateness of the clothing we expect that the supervising adult will make the determination.

We all understand that clothing trends change and may or may not be acceptable in various places of business. We hope that our dress code is understandable, easy to follow and is respectful to all involved.

## **SCHOOL UNIFORMS**

**Physical Education:** For participation, a school uniform is required. The uniform for students includes:

- rubber soled gym shoes
- an École Okotoks Junior High P.E., CrossFit, Triathlon, or other EOJHS athletics approved T-shirt and EOJHS school gym shorts.
- Students may wear their own sweat pants for **outdoor use only**
- Students who wish to wear sweatpants indoors **MUST** purchase a pair of ÉOJHS sweatpants, which can be purchased in the main office. EOJHS Sweatpants may be worn indoors or outdoors.
- The Physical Education Department will issue shorts and T-shirts.
- Student Athletes who are in the Global Sport Program must also have the ÉOJHS PE gym strip. They will have their own Global Sport clothing which they will wear during Global Sport activities.

**Band:** All Grade 7, 8 and 9 Band students must purchase a black ÉOJHS Band shirt for \$25.00 and have black pants or skirt (newer black jeans that are not faded are fine) 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 and black shoes & socks to complete the performance uniform. (No jeans please)

## **STUDENT ASSESSMENT**

At the beginning of the year, teachers will send home or post on their webpage, a course outline for each of the courses that the students are registered in. This course outline will provide a detailed description of how students will be evaluated in the course. In order to arrive at an accurate assessment of the students' abilities, a wide range of tools will be used (e.g. projects, self-evaluation, assignments, quizzes, performances, observations etc.).

Students complete ongoing assessments throughout the year. Grade 9 students will write Provincial Achievement Exams in the core subjects in May/June of each school year. Grade 7 & 8 students will write year end "style" exams which are based upon specific units, however they are not based upon all of the work that they have done over the course of the year. More details will be available in late spring.



Formal communication with respect to your son/daughter's achievement will be ongoing. **ÉOJHS will be Piloting the Maplewood Learner Profile system again this year.** As this is new and different from the Student's Achieve Learner Profile system, we ask that students and parents be patient as we work through this new system.

Parents and students in Grades 7, 8, & 9 are asked to use the Maplewood Student Information System for ongoing, online, information about achievement and attendance. All reporting systems can be linked from the school's webpage. You will be contacted by the school or Foothills School Division regarding your individual access password. Parent/teacher conference dates are published in newsletters and on the website.

### **REPORTING STUDENT ABSENCES & LATES**

Attendance is taken every class and absent students will generate an automated phone call home in the morning and in the afternoon. All students are expected to be in school and to attend all classes. The school will attempt to contact parents via the ÉOJHS automated phone system and will E-mail to follow-up on inexcusable student absences on a daily basis. **It is the parent(s) responsibility to confirm with the school whether or not these absences are excusable or inexcusable. The attendance number is 403-938-4426, press 1. Alternatively, you may 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 inexcusable.

**Absences/Truancy - (AP 330)** Attendance matters. We know that school attendance leads to success

- Students will be considered inexcusably absent until such a time as the parents contact the school or the school receives information from home. Unexcused absences will be followed up by the school through the Synervoice automatic phone system and E-mails home and/or to the parent(s') workplace.
- Problems with attendance will result in a two-step process:
  1. Initially a student-parent –teacher conference will determine a plan of action and future consequences.
  2. If the problem persists a student-parent-administrator conference will be held to determine a plan of action and future consequences.
- If the pattern of inexcusable absences/truancy continues, a warning letter will be sent home to the parents indicating that an “absenteeism” problem exists and needs to be attended to.
- If the problem continues, consequences will be determined in accordance with the Alberta School Act and in consultation with the Foothills School Division Attendance Officer.

## **Leaving School Premises During School Hours**

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

- If students leave the school during class time, they are expected to have their parents' permission (either a note or phone call or E-mail message) and **MUST sign out at the office.**
- If they leave without their parents' permission, it will be considered "truancy."
- Students may go home for lunch. They must have a signed form, which allows them to travel from EOJHS to their home for lunch, with the expectation that they return to EOJHS for the first period of school after the lunch bell. Students cannot have friends travel with them for lunch nor should they be going to their friend's homes for lunch either. We ask that parents do not allow students to travel to fast food locations for lunch during this time period either. This program has been successful in reducing the amount of late and truant students over the years and your continued support of this policy is appreciated.

Text messages saying that "students have permission to leave the school" will not be accepted as we cannot guarantee the accuracy of the number that they are being sent from. Please come into the school and sign out your student. You can also call and speak to the secretarial staff if you are unable to leave your vehicle due to the fact that there are other younger children in the car, etc.

## **Lates**

Students are expected to be at school and in class on time. Lateness causes interruptions within the classroom and loss of valuable teaching/learning time. If a student is late, parents are 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; otherwise, they will be registered as inexcusably late.

## **Student Code of Conduct - (AP 350)**

The Student Code of Conduct is attached to this document and outlines behavioural expectations as a student in the Foothills School Division and as a member of the school community at École Okotoks Junior High School.

**If you have any questions or concerns regarding the information contained within this document, please contact your homeroom teacher or Administration.**