



# École Okotoks Junior High School



## PARENT / STUDENT HANDBOOK

1 Pacific Avenue

Okotoks, Alberta

Phone #: (403) 938-4426

Fax #: (403) 938-4410

Website: <http://okotoksjr.fsd38.ab.ca>

**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**

<b>Principal</b>	Ms. Tracey McKinnon	Grade 7 administrator	Ext 19104
<b>Vice-Principal</b>	Mrs. Kerry Welsh	Grade 8 administrator	Ext 19107
<b>Vice-Principal</b>	Ms. Andrea Laubman	Grade 9 administrator	Ext 19106



## “Ocelot P.R.I.D.E.”

“Welcome to École Okotoks Junior High School!

École Okotoks Junior High School offers students a well rounded, engaging and rewarding junior high school experience. This allows them to grow academically, socially, and emotionally.

It is important that 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. We hope you find the following information helpful. Please call if you have any questions.

### COMMUNICATION

Website: <https://okotoksjr.fsd38.ab.ca/>

Twitter: @OK\_Ocelots

Our school website is updated regularly <http://okotoksjr.fsd38.ab.ca> for current events and contact information. Check out our social media links directly from our webpage ( Twitter and Instagram).

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 .

### ASSESSMENT

At the beginning of the year, teachers send home a course outline for each of the courses that the students are registered in. This course outline provides a detailed description of how students are assessed in the course. In order 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).

### ATHLETIC CODE OF CONDUCT

**Attendance:** Students must be at school for the day of a practice or game in order 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 of 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

Note: Please see full Athlete Code of Conduct

## **BACKPACKS**

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

## **CELLPHONE POLICY**

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 post their rules for the use of technology in their classroom. Students will be expected to understand those expectations and to follow them. Students can ask their teacher for clarification if they do not understand the expectations.
- Cell phones **are NOT permitted** to be used during the instructional times of the school day unless permitted by the classroom teacher. Students can ask for permission to use their cell phone to support their learning.
- Cell phones **are permitted** to be used in the building before 8:30am, during morning break, at lunchtime and after school.
- Students will be asked to leave their cell phones with the teacher if they are going to the washroom.

- Students should **NOT** be on their phones during class time, in the hallways, change rooms, washrooms, learning commons or any other location during class time.

EOJHS is not responsible for any devices that are lost or stolen.

**Note: Any student using a cellphone during class time or within the school, other than at the above specified times, will have the cell phone taken away. Parents may be required to meet with their grade-level administrator for the return of the cell phone.**

## **DRESS CODE**

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.

Should we feel that your child is not meeting these dress requirements, their grade-level administrator will meet with them to problem solve. This may include:

- wearing gym strip
- contacting parents to arrange for alternate clothing to be brought

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

## **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.

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

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

## **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 based on student interest and coaching availability:

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

**Clubs/Activities - (AP 379)** We are pleased to offer a variety of clubs, please see our website and calendar for current information.

## **FEES**

For an updated list of school fees, please visit FSD website  
<https://www.fsd38.ab.ca//Fees.php>

All school fees are expected to be paid by the end of October. If arrangements need to be made for paying school fees, please contact the office: Tracy Thorbjornsen  
[thorbjornsent@gm.fsd38.ab.ca](mailto:thorbjornsent@gm.fsd38.ab.ca).

## **LOCKERS**

All students are required to use a school locks; 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.

- 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.

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

ÉOJHS uses the reporting system which is Maplewood. 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.

At the beginning of the year you will receive a login and password so you and your child can go online and regularly check this information. 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).

## **REPORTING STUDENT ABSENCES & LATES**

Attendance affects student achievement. Students need to attend regularly in order to maximize their learning. Attendance is taken every class and absent students will generate 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 on a daily basis.

**It is the parent(s)' responsibility to confirm 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.**

Attendance concerns 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.

### **Lates**

Students are expected to be at school and in class on time. Lateness causes interruptions within the classroom and loss of valuable 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.

### **Leaving school property 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 written note, phone call or email message) and **MUST sign out at the office** -otherwise 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 on time. 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. 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.

- Grade 9's will earn the opportunity to leave campus.

Text messages to your child 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 for any reason.

## **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 those who:

1. **Have not had privileges suspended for disciplinary reasons.**
2. **Are in good standing with attendance.**

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.**

## **SCHOOL UNIFORMS**

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

- rubber soled gym shoes
- an École Okotoks Junior High P.E., CrossFit, Triathlon, or other ÉOJHS athletics approved T-shirt and ÉOJHS school gym shorts.
- Students may wear their own sweat pants for **outdoor use only**.
- Students who wish to wear sweatpants indoors can purchase a pair of ÉOJHS sweatpants, which can be purchased in the main office. ÉOJHS 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 wear during Global Sport activities.

**Band:** All Grade 7, 8 and 9 Band students must purchase a black ÉOJHS Band shirt 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 (semi-formal) and black shoes & socks to complete the performance uniform.

## **STUDENT SERVICE INFORMATION**

Everyone needs support at times. If you or someone you know is in need of support, you can access:

Family School Liaison Counsellor: Coltanna Bruval 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 supports

## **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). Students arriving at school early or staying late will behave in a respectful, responsible manner. *Students who arrive early or stay late are expected to wait outside of the school, in the front foyer or in the Cafe.*

## **TECHNOLOGY AT ÉOJHS**

**Students and Parents must sign a Responsible Use form at the beginning of each school year.** This means they:

- 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 learning purposes only.
- Adhere to all licensing agreements and copyright laws.
- Refrain from sharing user and passwords with anyone and will not use the user or password of 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.

Students can use their own devices (Chromebooks, laptops, tablets, Smartphones, etc) and login to the wifi system at the school.

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

Please see the Student Code of Conduct

<https://okotoksjr.fsd38.ab.ca//documents/general/EOJHS%20Student%20Code%20of%20Conduct.pdf> that 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.