



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

Principal	Ms. Tracey McKinnon	Grade 9 administrator	Ext 19107
Vice-Principal	Ms. Andrea Laubman	Grade 7 & 8 administrator	Ext 19104



“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

Instagram: okotoks.junior.high.school

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

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 communicate an outline for each course. 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

CELLPHONE POLICY

Students may use the office phone if they are sick or injured. Students may also use the student phone located in the front entrance.

- Teachers will 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.
 - No cell phone allowed classrooms: Cell phones **are NOT permitted** to be used these classes unless the teacher directs students to take out their phones.

- Limited cell phone classrooms: Cell phones **are permitted** based on the individual rules of that classroom.
- Students should not be using their phones in the washrooms or changerooms.

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

Note: Consequences for inappropriate cell phone use may be:

- Losing cell phone privileges by teacher
- Delivery of phone to the office to be picked up by student and/or parent
- Loss of cell phone privileges

DRESS CODE

We value individuality and we ask that you please dress accordingly and be respectful of the working environment of the school:

- 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.
- Ensure that clothing is appropriate for a school environment.

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 or use of a spare shirt/shorts
- contacting parents to arrange for alternate clothing to be brought

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

Sept.- Nov ~ Volleyball, Cheer Team, CrossFit

Dec. - Mar ~ Basketball, Wrestling

March - May ~ Badminton

April - June ~ Track & Field

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)

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: Tracy Thorbjornsen thorbjornsent@gm.fsd38.ab.ca.

LOCKERS

All students are required to use a school locks; 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.

MAPLEWOOD/EDSEMBLI LEARNER PROFILE – ONGOING REPORTING

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.

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.

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 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 on a daily basis.

It is the parent(s') responsibility to confirm whether or not these absences are excused or unexcused. The attendance number is 403-938-4426, press 1.

Alternatively, you may 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:

1. Initially a student-parent –teacher conference will determine a plan of action
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. If a student is late, 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 to school late, they need to sign in with the front office.

Leaving school property during school hours

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 may leave campus for lunch hour with parental approval. The grade 9 administrator 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 period.
- Please come into or call the school and sign out your student.

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.

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

SCHOOL UNIFORMS

Physical Education:

- Required
 - Decent footwear
 - Athletic wear for competitive groupings
 - The Physical Education Department will issue ÉOJHS shorts and T-shirts to those who wish to purchase them.
- Recommended
 - ÉOJHS gym strip is recommended to promote school spirit, safety and personal hygiene.
- 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 changerooms, they will lose the privilege to use that space
 - If a student is not dressed appropriately for physical education, an alternate activity will be provided

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.

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:	Krista Tincher 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 8:15 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).

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 CODE OF CONDUCT - (AP 350)

Please see the FSD Student Code of Conduct that outlines behavioural expectations for the division:

<https://foothillsstorage.blob.core.windows.net/media/Default/medialib/350-student-code-of-conduct-updated-aug-2018.9ff1945449.pdf>