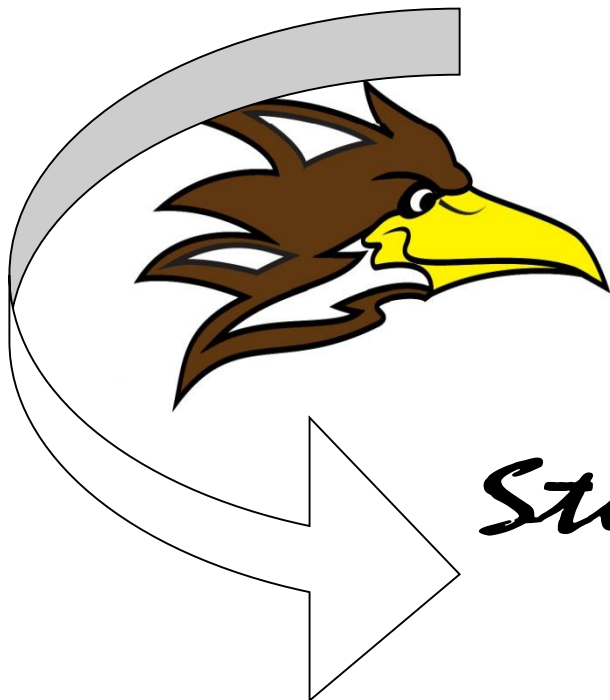


BROOKS JUNIOR HIGH

124 4th Ave. E. Brooks, AB T1R 0Z3

2018-
2019



*Student
Handbook*

bjhs.grasslands.ab.ca

(403) 362-3524

1.1 BELL SCHEDULE & PERSONAL TIMETABLE

- Gym is open at 7:00am for students to enjoy some physical activity before school.
- Learning Commons is open from 8:15am – 4:00pm daily.

FOR SAFETY REASONS, ALL DOORS, WITH THE EXCEPTION OF THE MAIN EAST DOORS, ARE LOCKED AFTER STUDENTS ARE IN THE BUILDING. ACCESS TO THE BUILDING IS AVAILABLE THROUGH THE EAST MAIN DOORS UNTIL 4:30 P.M.

	Start	End	Duration
Warning Bell	8:45		
Per 1	8:50	9:36	0:46
Break	9:36	9:41	0:05
Per 2	9:41	10:27	0:46
Break	10:27	10:32	0:05
Per 3	10:32	11:18	0:46
Break	11:18	11:23	0:05
Per 4	11:23	12:09	0:46
Lunch	12:09	12:22	0:13
Recess	12:22	12:55	0:33
Per 5	12:55	1:41	0:46
Break	1:41	1:46	0:05
Per 6	1:46	2:32	0:46
Break	2:32	2:37	0:05
Per 7	2:37	3:23	0:46

1.2 Room Allocations & Telephone Extensions

0	Administration Office	Mrs. Suik/Mrs. Tapia
112	Principal's Office	Mr. J. Burchell
111	Vice Principal's Office	Mr. S. Koller
114	Assistant Principal's Office	Mr. A. Hiebert
102	Foods Lab	Mrs.Troidl & Ms Arruda
103	Levels Classroom	Mrs.Troidl & Ms.Arruda
106	Staff Workroom	
107	Learning Commons	Miss Van Horne
107	Break-out Room	Mr. Terris & Mrs. Balog
108	Staff Room	
109	Phys. Ed. Office	Lachapelle/Wandler
201	Band/Choral Room	Mr. Stone/Mrs. Watson
202	Mr. Peterson	
203	Mrs. Kohlman	
204	Mrs. Senecal	
205	Mrs. Kielich	
206	Mrs. Watson	
207	Mrs. Osadczuk	
208	Miss Desveaux	
209	Mr. Freeman	
210	Mr. Prins	
211	SWIS Worker Office	Nasra Omar
301	Mr. Hiebert	
302	Mrs. McDonald	
304	Mr. Hugill	
305	ELL Classroom	Miss Anderson
306	K & E Classroom	Mr. Scott
307	Counseling Office	Materi/Knull/Octavious
401	Mr. Juneau	
402	Miss Hartley	
403	Science Lab	
404	Ms. Jenkins	
405	Counseling Office	
406	Miss Church	
407	Multi-Use Room	
408	Industrial Arts	Mr. Miller
409	Art Room	Ms. Poncelet-Henke
410	Mr. Lee	
411	SRO Office	
412	Community Support	
413	Mr. Lee	

1.3 STUDENT FEES AND SCHOOL SUPPLIES

COMPULSORY FEES:

- Student Union Fees - \$30.00
- Fees are due by the end of **September**. If a student fails to return textbooks or library books or damages other than normal wear and tear are incurred, (s)he will be required to pay the cost of the book. All fees can be paid online using debit, Visa or MasterCard at ***schoolcashionline.com*** or at the school with cheque or cash.

OPTION/PASSION FRIDAY FEES:

Construction \$45.00	Welding/Electrical \$75.00
Foods & Cake Decorating \$25.00	Lifestyle Pursuits \$75.00
Art & Visual Art \$15.00	Duct Tape Construction \$45
3D Modeling & Design \$10.00	Knitting \$15.00
Maker Space \$25.00	

SCHOOL SUPPLIES:

- 2 -3 binders with loose leaf paper & dividers
- Change of clothes and gym shoes for PE
- Geometry set and ruler
- Pens, pencils, erasers, highlighter, glue stick
- Pencil crayons, case and sharpener
- Basic Calculator - Gr. 7 & 8 students
- Scientific calculator with sin, cos, tan, a b/c buttons calculator - Gr. 9 students

1.4 ACADEMIC PROGRAM

- Core courses, those required by Alberta Education, are Language Arts, Mathematics, Social Studies, Science, Health and Physical Education. The curriculum for the core subjects is developed at the provincial level.
- Complimentary courses may include art, band, GLEE construction, duct tape construction, makerspace/coding, drama, foods, cake decorating, digital media (3D models & design, video production, film studies, robotics), cultural studies, travel & tourism, second languages, knitting, visual arts, welding/electrical along with physical activity options including, crossfit, fitness, school sports, and lifestyle pursuits as well as others Passion Friday activities.

1.5 EXTRACURRICULAR ACTIVITIES

Besides having a comprehensive complementary course program, Brooks Junior High also provides many other opportunities for students to get involved. Students wishing to participate in extracurricular activities must be in attendance the day of the scheduled activity. A doctor's certificate or other extenuating circumstances will be reviewed on an individual basis.

ATHLETIC EXTRACURRICULAR ACTIVITIES

The fees charged cover the cost of referees, tournaments, uniforms, equipment, travel and other associated costs.

- **Badminton:** The competitive badminton league usually runs from March to May.
- **Basketball:** Season usually begins in November and runs through to the end of February or early March.
- **Football:** Football is offered mid Aug. to mid Nov.
- **Volleyball:** Season begins in September and runs into November.
- **Track & Field:** Spring season; competition at school, district, and zone level.
- **Cross Country Running:** September and October

OTHER EXTRACURRICULAR ACTIVITIES

- **STUCO:** meets approximately once a week to plan leadership activities like dances, hot lunches, dress-up days and fundraising throughout the school year.
- **After School Activities Club:** various activities such as games and model making. Meets a variety of times once a week throughout the year.
- **Open Shop:** This club provides an opportunity to work on extra projects in Construction Technology.
- **Dungeons & Dragons** – Meet in the Learning Commons to play.
- **Foods Club:** meets once a week to prepare food for the lunch program.
- **Homework Club:** meet in Learning Commons Monday/Thursday from 3:45-5:00pm

1.6 TRANSPORTATION OF STUDENTS

One of the top priorities of Grasslands Public Schools is the health and safety of our students. In keeping with this, on the advice of our insurers, Grasslands is implementing new requirements around our volunteer automobile drivers effective January 1, 2013. Volunteer drivers include any employees, teachers, parents, trustees, or other community members who are driving students other than their own in their private vehicles on a volunteer basis for school outings, sports trips or any other activities associated with our schools. All volunteer drivers will now be required to obtain a CRC, sign a Volunteer Automobile Driver Authorization Form declaring that they are authorized to drive in Alberta, that they carry the necessary insurance on their vehicle and that the vehicle they are driving is mechanically fit. Volunteer drivers will also be required to sign that they have read and understood the Vehicle Procedures that are required. A copy of the driver's valid Provincial Driver's License, a copy of the driver's Provincial Driver's Abstract and a current Criminal Record Check from the RCMP will also be required to be on file with the administrator of the school. These forms will need to be updated on an annual basis for all Volunteer Automobile Drivers. Any student travelling in a private vehicle other than their parent's vehicle will be required to have a permission form signed allowing them to do so. When possible all students will travel by chartered school bus.

1.7 ILLNESS OR INJURY

Students who become ill at school should report to their homeroom teacher or to the office. If the illness or injury is serious, parents will be contacted and asked to take the child home or seek medical attention. If the illness or injury could be considered an emergency or if parents cannot be contacted, administration will seek appropriate medical attention. Attempts to contact the parent will continue. It is the policy of the school to err on the side of safety which means you may be called for advice in situations which may seem relatively minor.

1.8 ATTENDANCE

Parents/guardians are to call the school to advise if their child will be late or away. Simply call the school and press **501** prior to 8:45 am and leave a message indicating why your child is absent or late. After 8:45 am call the school and the front office staff will take your message. We use a telephone communications system to inform parents of student absences. This system will automatically call students' homes to deliver absence and late notices. It will give specific information including the date and the periods missed. The program will not call home if a parent has informed the school of an absence.

Failure to contact the school office, written or verbal, may result in a student being considered inexcusably absent.

Students leaving the school must have a parent or guardian contact the office.

- **EXTENDED ABSENCES**

If students are aware that they will be away from school for more than one day, they should arrange for the work they will miss before the days of absence. Teachers must be given reasonable time to assemble student work.

- **MISSED WORK DUE TO ABSENCE**

Students are expected to maintain their studies. Students who are ill should have a parent/guardian or a classmate pick up homework.

- **TRUANCY**

Students are expected to attend all classes unless they have a valid reason for not attending. A student who is inexcusably absent from school for any class will make up the time at noon or after school. According to Section 13(5) of the Alberta School Act, the only excusable reasons for **not** attending school are:

- (a) sickness or other unavoidable cause
- (b) the day is recognized as a religious holiday
- (c) suspension or expulsion

- **INEXCUSABLE LATES**

Students must be in class and ready to work when the class begins. Students who are inexcusably late will serve detentions at noon or after school.

1.9 VISITORS

All visitors must sign in/out at the office and wear a visitor tag upon entering the building.

1.10 TOBACCO FREE POLICY

Grasslands School Division buildings are tobacco free (includes e-cigarettes and vaping) and all students, parents and visitors are asked to respect this policy at all times.

1.11 LOCKERS

A locker and lock are provided for each student. School locks must be used on the lockers. To ensure confidentiality and better security we ask that students do not give their combinations out to other students. The school does not accept the responsibility for lost or stolen items. These lockers are school property and may be searched by administration or staff members.

1.12 CELL PHONES/IPODS/DIGITAL DEVICES

Brooks Junior High School feels it is a **privilege** to have an electronic device (mobile phone, tablet, handheld gaming device, mp3 player, etc.). The intention of our procedures is to maintain a safe, nurturing environment where personal dignity and rights of all the members of the school community are preserved. Brooks Junior High School's procedure on electronic devices is, in turn, created with the intention of ensuring that teaching and learning can occur without interruption and also with the aim of protecting students and staff from potential harassment or bullying.

- ***Parents are asked to not contact children during school hours via text or cellphone calls.*** Since Brooks Junior High School is responsible for your child while they are at school, we ask that all communication

go through the office so as to help ensure the safety and security of all our students.

- No pictures or videos at any time, unless given permission for educational purposes.
- Brooks Junior High School is not responsible for your electronic devices (EDs) in any way, shape, or form. This includes loss, theft or damage.
- Each teacher has their own rules regarding EDs in their classroom and students will be expected to abide by these rules. Staff members will confiscate an ED being used inappropriately. Depending on the severity or frequency of offenses, teachers may turn confiscated devices into the office. Depending on the severity of the offense, devices turned into the office will be handled *as such: First offense- student may pick it up at the end of the day. Second offense – Parent will be notified before student has device returned. Third offense and beyond – Parent will be required to pick up the device for their child.*
- Habitual or serious offenders will be dealt with as per Brooks Junior High’s pyramid of interventions for student behavior.
- Any behaviors that may cross the line of criminal activity will be referred to the RCMP.

Here are some basic guidelines for cell phone usage:

Red Zones/behaviors

- No pictures or videos (unless permission is granted for educational purposes)
- Gym and change rooms are off limits at all times!!
- Bathrooms
- Hallways (while students are on the move)

Yellow Zones

- Classrooms (only with staff approval)
- Lockers (immediate vicinity)
- Learning Commons (with permission of Librarian)

Green Zones

- Bleachers
- Benches
- Lunch rooms
- Outside

1.13 VALUABLES

Students should not bring valuables or money to school. Please encourage your child to not leave valuables in change rooms. The school **does not accept any responsibility for lost or stolen items**. Lost or damaged items will not be replaced by the school.

1.14 COLD WEATHER POLICY

As per Grasslands School Division Policy, BJHS will be open with alternate activities for the students that do attend. The safety of students and the conditions for travel shall be the primary criteria to determine if buses will operate. Parents should not send their children to school, if in their judgment, weather conditions are detrimental to the safety or well-being of their children.

1.15 SECURITY POLICY

For safety reasons, all doors, with the exception of the main east doors, are locked after students are in the building. Access to the building is available through the East Main doors until 4:30 pm.

1.16 PHONE

- A courtesy phone is available for students to use in the hallway by the office. Dial 80 then area code and number.

1.17 STUDENT DRESS

Clothing worn to school must be suitable for a learning environment and respectful to students, staff and parents. It is expected that students do not wear swimsuits, halter tops, or clothing that exposes undergarments or does not adequately cover the student. Any clothing that displays vulgar or derogatory images / language, displays alcohol, drug or

tobacco content, or displays images or text that may imply any of the stated items are not permitted at school. We do understand that students and parents have varying opinions regarding appropriate attire for school, but it is the job of the school to ensure a learning environment that respects the expectations of all people in the school and community and promotes a positive learning environment for students and staff. Should a student wear inappropriate clothing they will be asked to turn the article inside out or cover it up. Students must dress appropriately for the weather and are expected to wear appropriate foot wear at all times while in the school. Emergencies or drills may require students to be outside so students are to be prepared for those. Students are asked to remove muddy footwear when entering the school. Physical Education students are to wear proper gym attire for Phys. Ed. Classes. A separate pair of white soled or non-marking shoes is to be worn in the gym.

1.18 PHYSICAL SAFETY

- Fire drills are held routinely throughout the year.
- Lockdown drills will take place throughout the year.
- Tampering with FIRE EQUIPMENT is serious and AGAINST THE LAW.
- BICYCLES are to be PARKED AND LOCKED at the racks upon arrival.
- ROLLERBLADES, SCOOTERS and SKATEBOARDS are **NOT** to be used on school property. They will be confiscated if used on school property.
- Motorized scooters can be parked by the SeaCan at the North end of the school. It is critical that students riding scooters to the school ride them responsibly and no passengers are allowed at any time. Failure to ride them appropriately will result in the loss of privilege to ride them.

1.19 PHYSICAL EDUCATION/ACTIVITY OPTIONS

Unless a suitable reason is given for not doing so, all students will be required to wear suitable shorts or sweat pants. Street shoes are not to be worn in the gym during classes.

- A doctor's note is required for students not able to attend physical education. It must state activities to be avoided and the time period involved. ***DO NOT TAKE VALUABLES INTO THE LOCKER ROOMS AS THE SCHOOL WILL NOT BE RESPONSIBLE.***

1.20 HOMEWORK AND MISSED WORK

Students are expected to keep up with their classroom and homework assignments. Students who have incomplete assignments will be expected to attend guided study hall until their work is completed satisfactorily.

1.21 RESPECT FOR AND CARE OF PROPERTY IN OUR NEIGHBORHOOD

Please respect the property of our school neighbors:

- Avoid shortcuts across private property and meeting in back alleys.
- Do not litter on your way to and from school and respect the rules at the JBS Canada Centre and other community venues.

2.0 STUDENT SERVICES

- **CALENDAR/NEWSLETTER:** Bimonthly newsletters with calendars will be sent home with the students (Sept, Nov, Jan, March, and May). These will also be available online and at the office at the beginning of each specified month.
- **COUNSELING SERVICES:** At BJHS we have three counselor/wellness mentors. Their role is to assist our students with any concerns or problems they may have. These concerns may be academic, personal, or career-related. We also have two LRP leaders who can assist students/families with a variety of needs.
- **VENDING MACHINES:** At BJHS we have water, juice and milk as well as snack machines which may be used throughout the day. We ask that student's help to keep the school clean by using the appropriate recycling

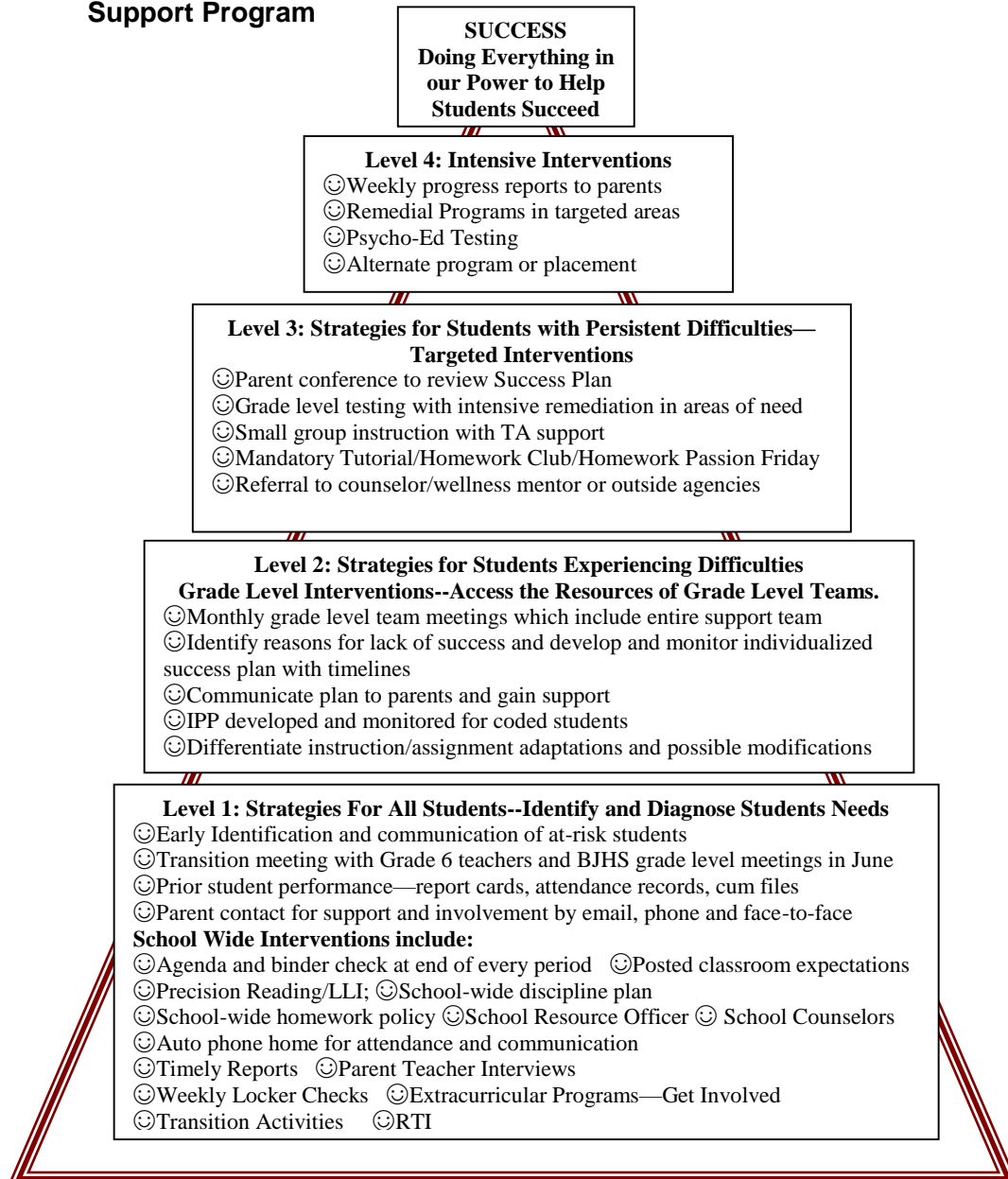
containers for empties. The machines are not the property of BJHS. Issues arising from vending machine will be addressed when machines are filled by the provider.

- **ANNOUNCEMENTS:** Announcements are emailed daily to parents that wish to receive them.
- **Learning Commons** - Open from 8:15am until 4:00pm. Students may sign out reading books on a 2-week basis. The learning commons is open at lunch for the students looking for a quiet place to study, read, complete school assignments or work on school computers.
- **LUNCH ROOMS:** Assigned lunch rooms are provided for students who remain at the school during lunch hour. Microwaves are available in each room. Students are in the lunch room from 12:09pm-12:22pm. Students may use the Gym and Learning Commons from 12:22pm – 12:50pm.
- **SCHOOL RESOURCE OFFICER:** BJHS has an RCMP constable who works in the school to promote a safe and caring environment.

Pyramid of Interventions: Much work is being done to provide a seamless support system for students as they progress through Brooks Junior High. We believe that all students should be afforded appropriate and targeted opportunities for assistance and intervention, whether it is in the area of academic, behavioral or social emotional/support. The following is a resource that highlights strategies and programs for students to ensure their success in school. In short, it serves as an outline of additional opportunities which address barriers to learning and improved school performance. It is a work in progress and a vital part of our

learning community. It serves as a guide and is reviewed annually to ensure its success and provide additional support strategies to best meet the needs of every child.

2.1 BJHS Pyramid of Interventions: A Comprehensive Student Support Program



SUCCESS

Doing Everything in our Power to Help Students Succeed

Level 4: Intensive Interventions

- ☺ Weekly progress reports to parents
- ☺ Remedial Programs in targeted areas
- ☺ Psycho-Ed Testing
- ☺ Alternate program or placement

Level 3: Strategies for Students with Persistent Difficulties— Targeted Interventions

- ☺ Parent conference to review Success Plan
- ☺ Grade level testing with intensive remediation in areas of need
- ☺ Small group instruction with TA support
- ☺ Mandatory Tutorial/Homework Club/Homework Passion Friday
- ☺ Referral to counselor/wellness mentor or outside agencies

Level 2: Strategies for Students Experiencing Difficulties Grade Level Interventions--Access the Resources of Grade Level Teams.

- ☺ Monthly grade level team meetings which include entire support team
- ☺ Identify reasons for lack of success and develop and monitor individualized success plan with timelines
- ☺ Communicate plan to parents and gain support
- ☺ IPP developed and monitored for coded students
- ☺ Differentiate instruction/assignment adaptations and possible modifications

Level 1: Strategies For All Students--Identify and Diagnose Students Needs

- ☺ Early Identification and communication of at-risk students
- ☺ Transition meeting with Grade 6 teachers and BJHS grade level meetings in June
- ☺ Prior student performance—report cards, attendance records, cum files
- ☺ Parent contact for support and involvement by email, phone and face-to-face
- School Wide Interventions include:**
 - ☺ Agenda and binder check at end of every period
 - ☺ Posted classroom expectations
 - ☺ Precision Reading/LLI; ☺ School-wide discipline plan
 - ☺ School-wide homework policy ☺ School Resource Officer ☺ School Counselors
 - ☺ Auto phone home for attendance and communication
 - ☺ Timely Reports ☺ Parent Teacher Interviews
 - ☺ Weekly Locker Checks ☺ Extracurricular Programs—Get Involved
 - ☺ Transition Activities ☺ RTI

Respect Yourself, Respect Others and be Responsibility for All Your Actions

At Brooks Junior High School, we believe that the most desirable form of discipline is self-discipline whereby each student is responsible for his/her behavior. Discipline is a process that uses teaching, modeling, and appropriate consequences to change unacceptable behavior to acceptable behavior in order to ensure a safe, orderly and productive learning environment. In order to provide consistency and fairness in our expectations a pyramid of interventions outlining examples of misbehavior and consequences was developed with staff and the School Council. As the level and frequency of misbehavior increases, so does the severity of the consequences. We ask that all students follow our

Roadrunner Core Values:

Mutual Respect Honesty Responsibility Cooperation

3.1 GENERAL DISCIPLINE PROCEDURES

- General classroom expectations will be displayed in the classroom. These will include but not be limited to the following:
 - Demonstrate respect for yourself, others and all things in our environment.
 - Help maintain a safe and orderly environment through the use of self-discipline.
 - Be on time and prepared for class.
 - Have a positive attitude.
 - Assist misbehaving students to change their unacceptable behavior.

3.2 LEVELS OF MISBEHAVIOR AND CONSEQUENCES

To provide staff and students with consistency in the handling of misbehaviors, we have identified levels of misbehavior. The identified levels address the three correlates necessary to provide a positive and productive teaching and learning environment.

Safety, Orderliness and Academic Productivity

C. Level Three: Acts so serious as to require **immediate referral to the office and/or Board Student Conduct Committee. Examples of Misbehavior:**

Continued Level Two Acts of Misconduct - Possession, selling or under the influence of alcohol/drugs - Threat making/Fighting/Violent Behavior - Harassment - Property - Vandalism - Blatant Disrespect - Smoking on or adjacent to school property - Possession or use of weapons - Stealing - Setting false alarms or fires

Other acts of misbehavior which are a serious disruption and/or create a safety hazard

Any one or more of the following may occur for Level 3 Offences:

Suspension (internal or external) - Financial restitution - Referral to the Grasslands Board Student Conduct Committee with a recommendation for expulsion. Referral to the RCMP or proper authority

B. Level Two: These acts interfere with providing an orderly environment in which to work and be successful. **Examples of Misbehavior:**

Continued Level One Acts of Misbehavior - Inappropriate Language - Inappropriate Contact - Truancy - Unauthorized items at school - Cheating/Dishonesty/Plagiarizing - Creating unsanitary conditions (spit, spitballs, sunflower seeds, food) - Internet Use Violation - Refusal to Cooperate (insubordination)

Any one or more of the following may occur for Level 2 Offences:

Detention - Parent Conference - Withdrawal of school-related privileges - Restitution - Apology Letter - Suspension (Internal or External) - Behavior Contract - Referral to Grasslands Discipline Committee

A. Level One: These acts interfere with normal classroom operation and personal student success. Teachers, **through communication with the student and home**, will try to resolve these issues. These infractions will be documented by the teacher. **Examples of Misbehavior:**

Disruptive behavior- Rough play - Non-compliance - not working – unprepared - incomplete/late assignments - Inappropriate clothing - not changed for PE

Any one or more of the following may occur for any given Level One Offence:

Meet with student to discuss how the inappropriate behavior is affecting his/her learning and the learning of others –

Homework Room - Detention - Timeout with parent form sent home (isolation) - Communicate with parent by phone, email or in person - Behavioral contract (action plan for student success) - Withdrawal of privileges - In-School Suspension

3.3 GRASSLANDS PUBLIC SCHOOL DISCIPLINE POLICY

According to Section 12 of the Alberta School Act a student shall conduct himself or herself as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing the student's studies
- b) attend school regularly and punctually
- c) cooperate fully with everyone authorized by the Board to provide education programs and other services
- d) comply with the rules of the school
- e) account to the student's teachers for the student's conduct
- f) respect the rights of others

The Board authorizes school personnel to enforce school rules:

- on school property at any time
- during school hours at any place at school co-curricular and extracurricular activities at any time and at any place
- during any recess or lunch periods on or off school board property
- while traveling to and from school
- on vehicles used for the transportation of students and from school and school activities
- off school property and beyond the hours of school operation if the behavior or conduct detrimentally affect: the personal well-being of individuals, the school climate, or the governance and operation of the school

Expulsion is at the discretion of the Board Student Conduct Committee. This committee may expel a student from a class, program, bus or school for:

- inexcusable absence from class(es)
- chronic failure to complete school work that is assigned to the student and which is within his/her competence
- disrespect for or abuse (verbal, physical, emotional) of school personnel, visitors, fellow student or school property

- willful or malicious damage to property or equipment on school premises
- possessing, using, under the influence of, acquiring, selling or attempting to acquire or sell alcohol or drugs
- possession of dangerous weapons
- bullying – physical, cyber, verbal or social

3.4 DETENTION

- Served at noon or after school
- If you are given a DETENTION, you are expected to arrive PROMPTLY. If there is an EXCUSABLE reason why the detention cannot be served at the designated time (ie. Bus students) it is YOUR RESPONSIBILITY to make alternate arrangements outside of class time PRIOR TO the detention. Failure to make alternate arrangements or serve a detention may result in a suspension.

3.5 IN-SCHOOL SUSPENSION (ISS) RULES

An “in-school” suspension is an alternative to an out-of-school suspension. The purpose of the in-school suspension is to allow the student to continue with his/her school work in the school. Generally, the in-school suspension is an effective deterrent in that:

- students are able to complete their school work in a more isolated setting
- students take their washroom / lunch breaks at different times as determined by the supervisor
- socializing with other students is not allowed during an in-school suspension.

When a student is on an in-school suspension his/her responsibilities include the following:

- Upon your arrival at school, bring all books, materials and your lunch to the office.
- Complete all work assigned. Bring a reading book in case you finish early.
- You are responsible for the appearance and condition of the furniture, carpet and walls of the ISS room. You will be held accountable for any damage.

- If you are in ISS, you may not participate in any school activity that day.
- Once you are dismissed, you must leave school grounds immediately.
- Failure to follow the above expectations may result in additional suspension time.

3.6 EXTERNAL (OUT OF SCHOOL) SUSPENSION

While on suspension, a student is:

- required to complete all class assignments.
- NOT allowed to participate in extracurricular activities.
- NOT to be on school property. To pick up assignments the student is to REPORT TO THE OFFICE USING THE EAST MAIN DOORS ONLY.

3.7 ABSOLUTE NO QUESTION, NO DISCUSSION, NO-NO'S

• ALCOHOL & ILLEGAL DRUGS

If you are using, in possession of, or under the influence of alcohol / drugs, you will automatically receive an **external suspension**. If a second offence occurs, your case will be referred to the Board Student Conduct Committee with a recommendation for expulsion for the remainder of the school year. For one year from the date of the most recent suspension for issues concerning drugs or alcohol, students will be required to provide their own parent/legal guardian as a chaperone for all overnight trips. All costs of transportation, accommodation and meals incurred by the student and chaperone will be their responsibility.

The student must stay in the room with his/her chaperone after curfew. The room cannot be shared with other students on the trip. This will allow students to continue to participate in co-curricular and extracurricular activities and events without putting school and volunteer chaperones in a position to have to deal with students who have had a history of drug and alcohol use at school or at school functions.

- **TOBACCO PRODUCTS**

It is illegal for students to purchase, possess or use tobacco products. Parents will be notified and students may be suspended. The SRO will become involved if necessary.

- **WEAPONS**

Possession of a weapon will result in immediate suspension and parents will be notified. Your case may be referred to the Board Student Conduct Committee. The SRO and Threat Assessment Team will be involved.

3.8 THREAT ASSESSMENT (VTRA)

Grasslands schools are required to respond, as provided for in local policy, in all cases of students posing a threat to themselves or others.

- The safety of our children is a top priority for all of us. Grasslands Regional Division and all of our schools have protocol in place for responding to all situations in which students may pose a threat to themselves or others.
- The response begins with a threat assessment in collaboration with our community partners – the RCMP, Alberta Mental Health, Alberta Child and Family Authority – and will lead to the development of a report which is normally added to the school and student files.
- **The Grasslands policy requires that threat assessment teams complete formal threat assessments in all cases of students making significant threats to harm themselves or others. This message is intended to provide fair notice to all that, as a school community, we will be responding to all high risk and worrisome behaviors to ensure that we can protect the existing healthy, caring learning environment.**
- If your child comes home to tell you that a student has behaved in a threatening way at school, please contact the school to be sure that the administration is aware of the situation. Please be assured that your principal will take measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your child, please be

assured that policy is being followed and the goal is safety, not punishment.

- Administration will address this at an early school council meeting and in their communications with students and parents through school opening procedures.

3.9 INVOLVEMENT WITH ALBERTA CHILD AND FAMILY SERVICES

The school has a moral and LEGAL responsibility in ensuring the protection, safety and well-being of all children. The entire area of investigation of abuse is an emotionally charged issue. For the purpose of clarifying the role of the school, the LEGAL responsibilities are outlined below:

- A teacher who suspects that a child is being abused **MUST, BY LAW, REPORT** the suspected abuse. It is important to note that, on a percentage basis, very few reports originate from the school.
- If Alberta Child & Family Services Authority receives a report **FROM ANY SOURCE** alleging abuse, they have a LEGAL responsibility to investigate and the school has a LEGAL responsibility to cooperate.
- Cooperation involves allowing access for interview by a child care worker and / or the RCMP. *It is important to note that, from this point on, the school has NO CONTROL OR INVOLVEMENT in the investigation.* The interview could take place on or off school property at the discretion of Alberta Child & Family Services and / or the RCMP who also have the responsibility to contact parents. For obvious reasons, this contact would likely be made during or following the interview.
- Recognizing the tense and emotional nature of the situation, school personnel will offer as much support to the child as possible during the school's initial involvement and following the child's return to school.

4.0 HUMAN SEXUALITY UNIT

- Students wishing to opt out of this health unit must have a “***Permission to Opt Out***” form signed by a parent/guardian.

4.1 CONTACTING TEACHERS

Emails should be used for information sharing only. All Grasslands’ email addresses are the same. Simply type in the first name followed by a period, last name@grasslands.ab.ca All emails are also on the website under the “staff” tab. It is best to discuss any personal concerns in a face to face conversation. If you prefer telephone, call the school between 8:35 am and 3:40 pm. All staff members have voicemail and will return your calls promptly.

4.2 STUDENT MESSAGES

- We discourage calling students away from class for phone conversations. Any necessary messages can be conveyed through the office.

4.3 UPCOMING EVENTS

- Please access our website for information on important dates/events. All students receive a copy of our bimonthly newsletters.

4.4 SCHOOL ADVISORY COUNCIL (SAC)

- SAC meetings are held monthly, excluding December, February, and June, generally on the third Monday at 6:30 pm in Learning Commons.

4.5 STUDENT ASSESSMENT AND EVALUATION

- T1 August 29 - Nov. 30/18
- T2 Dec. 3/18 – March 22/19
- T3 March 25/19 – June 28/19

REPORT CARDS

- Oct. 19 – Interim
- **Nov. 30 – Term**
- Feb. 8 - Interim
- **Mar. 22 - Term**
- May 3 – Interim
- **June 28 - Final**

(If a student does not pick up their report card on June 28th it is mailed out)

4.6 AWARDS ASSEMBLY

- Brooks Junior High School hosts awards programs after each term and during the last week of the school year. Students are recognized for their academic, citizenship, athletic, fine arts and attendance achievements.