



***Home of the Falcons!***

*Central Okanagan School District 23*

**HANDBOOK FOR STUDENTS AND PARENTS**

***2023/2024***

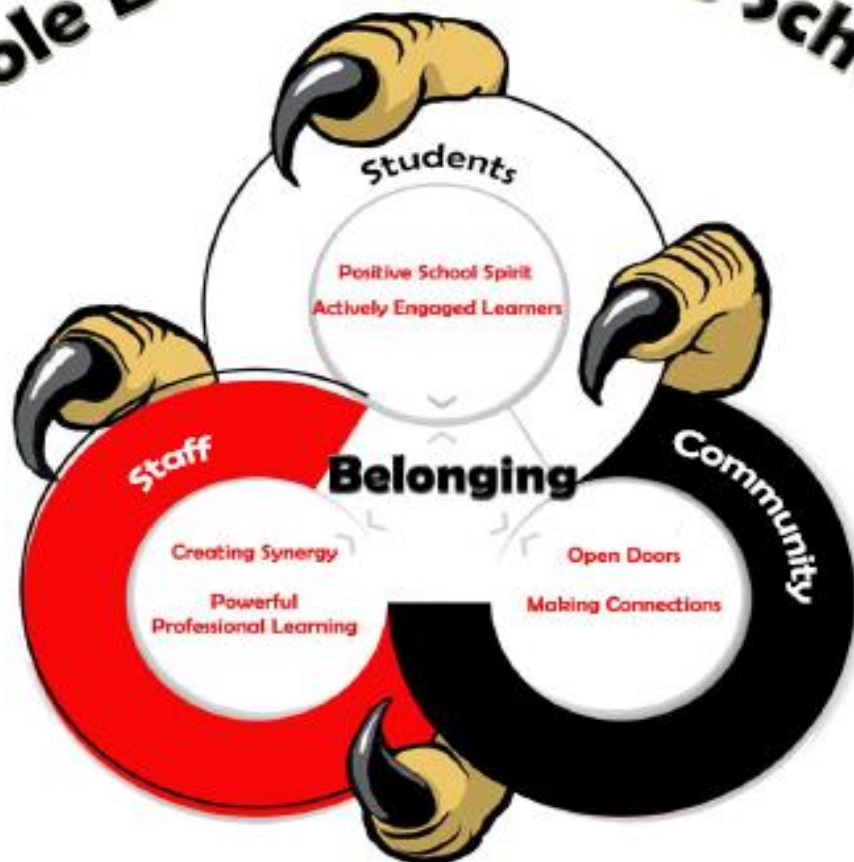
**Principal:** Mr. Luke Campbell

**Vice-Principal:** Mr. Kevin Auclair

**Vice-Principal:** Ms. Rebecca Austin

*Handbook Revised 21 August 2023*

# École Dr. Knox Middle School



Working together to create a sense of  
***BELONGING & CONNECTEDNESS***  
for the success of all

## Our School District Goal:

Each student (K-12) will provide evidence of being a learner, thinker, innovator, collaborator and contributor.

# STUDENT EXPECTATIONS



At École Dr. Knox Middle School, we:

- Engage in productive work
- Maintain a safe and clean environment
- Share space effectively

These are the expectations that we will hold our students to, students will hold each other to, and students will hold themselves to.

At École Dr. Knox Middle School, we recognize that each student and situation is unique, and we will always strive to ensure that our school is a safe, caring, and orderly environment in which to learn and work. As students age and mature, the expectations for acceptable behaviour will increase accordingly. The code of conduct at École Dr. Knox Middle School is based on the following balance of rights and responsibilities.

Rights	Responsibilities
<p><b>Students have the right to learn.</b></p>	<p><b>Students have the responsibility to actively participate and be responsible learners.</b> Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>attending classes consistently and being on time</i></li> <li>• <i>coming prepared for class and ready to work</i></li> <li>• <i>putting forth a strong effort and participating actively</i></li> <li>• <i>staying focused and not distracting others</i></li> <li>• <i>completing assignments and staying organized</i></li> </ul>
<p><b>Students have the right to be respected.</b></p>	<p><b>Students have the responsibility to respect others (not to bully, tease, pick on, or harass others).</b> Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>being polite and listening actively to others</i></li> <li>• <i>being welcoming, kind and inclusive of others</i></li> <li>• <i>being accepting and respectful of differences</i></li> <li>• <i>being honest and trustworthy</i></li> <li>• <i>promptly reporting incidents of bullying, harassment, or intimidation to a trusting adult</i></li> </ul>
<p><b>Students have the right to be safe.</b></p>	<p><b>Students have the responsibility to behave in a safe manner and to protect the safety of others.</b> Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>walking calmly; no running in the hallways</i></li> <li>• <i>staying in the designated areas</i></li> <li>• <i>playing safely</i></li> <li>• <i>reporting dangerous situations to staff, including possession of banned items</i></li> </ul>
<p><b>Students have the right to privacy and security of personal space.</b></p>	<p><b>Students have the responsibility to respect the property and privacy of others (students, staff and community).</b> Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>respecting other people's property</i></li> <li>• <i>respecting personal boundaries</i></li> <li>• <i>taking and sharing digital images and/or videos respectfully and with direct permission only</i></li> </ul>
<p><b>Students have the right to use student equipment and property.</b></p>	<p><b>Students have the responsibility to use the equipment and property according to all applicable rules and with care and respect.</b> Some examples include:</p> <ul style="list-style-type: none"> <li>• <i>cleaning up properly including garbage and recycling</i></li> <li>• <i>asking before borrowing items</i></li> <li>• <i>returning materials promptly and neatly</i></li> <li>• <i>showing respect for spaces, furniture, and equipment</i></li> </ul>

## WHEN STUDENT EXPECTATIONS ARE NOT MET

In a time where the expectations are not met, we focus on restorative practices, based on the following values:

- **Respect** – respect every person
- **Relationships** – build relationships with those around you
- **Responsibility** – take responsibility for your choice and actions
- **Repair** – repair situations quickly and honestly
- **Reintegration** – reintegrate into the learning routine

### Possible ways of repairing the harm may include:

- *Collaborative problem solving with staff, students, and parents*
- *School/community service*
- *Behavioural contracts*

### In the case that resolution is not achieved, and/or for major violations, further actions may include:

- *Detentions*
- *Suspensions*
- *Outside agency involvement*

***Our goal at Ecole Dr. Knox is to help students learn from their mistakes, take ownership of their actions, repair damaged relationships, and develop the skills to become better community members.***



## ***Ecole Dr Knox is a Safe and Caring School Community***

### **Safe and Caring School Environments:**

#### **Are free from acts of:**

- *bullying, cyber-bullying, harassment, and marginalization*
- *threat and intimidation*
- *violence in any form*
- *abuse in any form*
- *discrimination in any form including race, colour, gender, gender identity and expression, religious beliefs, sexual orientation, ancestry, or national origin*
- *retribution against a person who has reported incidents*

#### **Do not tolerate the presence of:**

- *theft and vandalism*
- *intoxicating or banned substances*
- *weapons or replica (toy) weapons and explosives*
- *intruders or trespassers - all visitors to the school must first report to the office*



### **Notification**

#### **As circumstances warrant, administrators or teachers have a responsibility to advise other parties following a behaviour incident:**

- *parent of a student exhibiting major behaviours*
- *parent of a student who has been involved in conduct-related incidents*
- *District staff including Assistant Superintendents, Safe Schools Team Members and Superintendent of Schools*
- *Ministerial agencies and/or School Resource Officers (RCMP)*

#### **École Dr. Knox Middle School Code of Conduct has been structured to align with and adhere to the standards outlined in:**

- *The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007*
- *BC Human Rights Code, (SD 23 Policy 450 and Regulation No. 450 - Discrimination Toward and by Students)*
- *Central Okanagan School District Policy 455 and Regulation 455 - Discipline*
- *Central Okanagan School District Policy 486 - Student Use of Electronic and Social Media Communication*
- *BC Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>*

## ADDITIONAL INFORMATION:

### Use of Technology

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools: [Policy 486 \(Student Use of Network Services and Digital Technologies\)](#)

Some examples of responsible use with district and personal devices include the following:

- **Act responsibly** when accessing technology and district networks, including the Internet in their school.
- Use technology equipment and property according to all applicable rules and with **care and respect**.
- Engage in **appropriate use** as directed by school staff.
- Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
- Treat others with **respect and kindness** when using digital devices and network services.
- Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security, or performance of the network.
- Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.



The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.

Students are not required to have cell phones or personal devices at school. Technology resources are provided by the school when appropriate for educational purposes. Students may use the student phone, at the school, after receiving permission from the office. **Students personal cell phones should only be in class when** requested by the classroom teacher to do so. If parents need to contact their child during class/instructional time due to an emergency, we would ask that they contact the school office.

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### Attendance

Dr. Knox Middle School uses a new and innovative **Student Absence Reporting System** at our school through the **SchoolMessenger app**. This attendance feature in **SchoolMessenger** automates parts of the attendance process which helps our schools collect and manage student absences much quicker. This means we can track down missing students in minutes instead of hours. SchoolMessenger allows parents to notify the school in advance of any planned student absences. Parents can do so in a variety of secure ways:

- by using the SchoolMessenger App on your smartphone,
- by using SchoolMessenger's Parent Portal website, or
- by leaving a phone message at the school using SchoolMessenger's touch-tone system

Please refer to the link for a brief video overview on how to sign up and enter absences using SchoolMessenger: <http://www.sd23.bc.ca/schoolmessenger/Pages/default.aspx>

When students are late, they must report to the office and sign in. The school expects students to be in class and ready to learn by the time the second bell rings. If a student arrives to class late, they must provide the teacher with an authorized late notice from the office or other school staff. Also, if a parent wants to excuse their student

for the day, they can do so via SchoolMessenger until 9:30am. Otherwise, it is necessary to call the office to communicate an absence.

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### **Closed Campus**

**École Dr. Knox Middle School is a closed campus. This means that students may not leave the school grounds without permission at any time during the school day.**

Leaving school property during the school day is not permitted without the written permission of a legal guardian. When possible, please arrange appointments outside of school time. Students who must leave school during the day for doctor or dental appointments etc. must provide the office with a note from their parent(s) before signing out. Students are required to remain on school property during the lunch hour. Parents who would like their child to come home for lunch on a regular basis must contact an administrator and complete and sign the **“Home for Lunch Letter”**. Parents who would like their child to go home for lunch on an occasional basis must provide a written note and are encouraged to pick their child up. ***The school will not permit students to leave the campus at lunch to go to and/or order items from local stores or restaurants.*** Parents are welcome to pick their child up to go out for lunch. The school cannot accept verbal permission to let a student go to lunch with another student and/or their parents. ***Students are not permitted to order food (Dominos, SkiptheDishes, etc.) to the school.***

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### **Dress Code**

The school district is committed to providing students with learning environments that are safe, responsive, and inclusive. The district recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and that they are personal.

Students may attend school and school-related functions in dress of their choice provided that their choices:

- Conform with established health and safety requirements for the intended activity;
- Do not represent or promote alcohol or drugs;
- Use respectful language;
- Do not depict or promote violence, racism, sexism, or discrimination; and
- Are not intimidating to others.

Ultimately, the school administration has the responsibility to apply the dress guidelines when necessary. If any person dresses in an inappropriate manner, the student should be advised personally and discretely and given an opportunity to meet school district guidelines. Appropriate articles of clothing will be made available at the school if the student themselves cannot procure them. Students must wear footwear at school at all times, unless they have permission from the classroom teacher (classroom environment only). Headgear is permitted in the hallways; however, it is up to the individual teacher's discretion if headgear may be worn in their classroom.

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### **Banned Items**

We strive to maintain a safe, caring, and orderly environment in our school. Therefore, we need to ensure that we keep our school free from items that might compromise the safety of others. In particular, any illegal or restricted substances including but not limited to drugs, cigarettes, e-cigarettes, vaporizers, lighters and/or other related paraphernalia are not permitted at school. Also, weapons of any sort, including replica weapons, are not permitted at school or at any school affiliated function. Possession and/or distribution of any item of this sort is a major infraction of the school's code of conduct.



### **Skateboarding, Scootering, Biking and Roller Blading**

Skateboarding, scootering, biking, and roller blading are not permitted for use during regular school hours on Dr. Knox property due to safety and liability issues. **Students must wear a helmet when riding to and from school.** Students are required to securely store their equipment during school hours. The bike compound will be closed in the morning and reopened after school. Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students.



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### **School Bus Conduct**

Bussing is a privilege and not a right. To ensure the safety of everyone on the bus, students are expected to behave in an appropriate and responsible manner on the way to and from school. The regular Code of Conduct applies and consequences for misbehavior will be determined accordingly. Consequences may include suspension of bus privileges. During a suspension from the bus, students are expected to find an alternative way to get to and from school.

## **GENERAL SCHOOL INFORMATION**

### **Student Fees**

In keeping with the provisions of the School Act, its accompanying Regulations and/or Orders of the Minister, the Board of Education authorizes the charging of fees for certain goods and services, participation in distinct schools, unique programs and specialty academies, rental of musical instruments and the requiring of deposits for educational resource equipment and materials. Student fees are used for a variety of purposes including but not limited to cultural performances, student recognition, special events for students, clubs, sporting events, etc.

It is an expectation that all students will responsibly care for all resources signed out to them, including textbooks, library books, uniforms etc. If items are lost or damaged, students will be responsible for the cost to replace or repair the item(s).

Please see Board *Policy 425, Student Fees*, and the corresponding *Regulation 425R* for more information. The financial hardship policy (See *Regulation 425R, Section 8*) applies to all student fees.

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### **Parent Advisory Council (PAC)**

The Parent Advisory Council (PAC) meets each month at Dr. Knox. Parental input and involvement is invaluable to the school and all parents are encouraged to take an active role in their child's education and the school itself.

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### **Multi-Purpose Area**

Students bring their lunches to eat in the designated eating areas. The school store also sells snacks from the server counter. There is pizza for sale on certain days of the week. We also have a vending machine that is accessible to students during non-instructional times.

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### **School Search & Seizure Policy**

Student searches may be made based on reasonable suspicions of a violation of school rules and/or law. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age and sex of the student. Contraband and other property unauthorized to be on school property or at school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to the proper law enforcement agency.



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## Lockers and School Property

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. A replacement fee of \$5.00 will be charged to students who have lost their locks. In order to ensure students' belongings are safe, lock combinations and lockers must not be shared.



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## Student Health and Medication

If your child suffers from a medical condition that may require emergency action, please ensure the office is aware and all the medical alert planning forms are on record at the school and updated each year. These forms are available at the office. Please do not send medication to school with children unless absolutely necessary. If this situation cannot be avoided, all medication and proper paperwork is to be kept in the school office during school hours. Please see the school administrative assistant for proper authorization forms and other information. Please reference the school district's policies regarding medication and medical treatment.

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## Telephone

Office staff will call home in emergency situations or if a student is ill and needs to go home. If students use a personal device to contact home regarding illness, it is also necessary to communicate with school staff. A student telephone is available for students to use on a limited basis with permission.

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## Valuables at School

The school strongly suggests that students do not bring valuables to school. The school will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. During PHE class, items such as electronics, watches and jewelry should be locked in lockers and not left in pockets or purses in the changing room. **DO NOT LEAVE VALUABLES UNATTENDED!**

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## Allergy Awareness Zone

We have a number of students at Dr. Knox who are at *extreme risk* due to nuts, nut products, kiwi, and shellfish.

Although we cannot guarantee a completely allergy-free environment, Dr. Knox is an *ALLERGY AWARE SCHOOL*, and we ask for your cooperation by not bringing these products to school. This includes but is not limited to peanut butter, granola bars, chocolate bars, trail mixes, etc. Please read labels.



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## Lost and Found

Our "Lost and Found" is located near the main entrance to the school. Students and parents are encouraged to check the Lost and Found for missing items.

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## Medical Room

Dr. Knox provides a medical room for students who are injured or ill. Students who do not feel well during class time should inform the supervising teacher and then report to the office with a note or hall pass. Parents will be contacted; therefore, it is very important to keep the school up to date with current telephone numbers and contact information. Please note, the medical room is a technology-free room.

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## Appeals Procedure

The Central Okanagan School District's Appeals Process Policy 460 – Appeals states that, "A student or a parent of a student who is entitled to an educational program in School District No. 23 may appeal a decision of an employee of the Board of Education which significantly affects the education, health or safety of the student". For a complete description of the Appeals Policy along with the recommended steps to follow in attempting to solve a problem, please refer to Policy 460 – Appeals, that can be accessed from the 'Policies' link under the Board of Education heading on the School District homepage ([www.sd23.bc.ca](http://www.sd23.bc.ca)).

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## Financial Hardship

According to the Central Okanagan School District policy 425R-Student Fees, the Board of Education has indicated “that a student will not be excluded from any educational program due to financial hardship”. This clause in the policy provides for the private and confidential consideration of financial circumstances of individual students and families, while preserving the dignity of families who may be unable to pay. Please contact the school principal if you are facing a financial hardship that may restrict the ability of your child to access a school program.

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## STUDENT SERVICES

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### Dr. Knox Library

The Dr. Knox library is available for student, staff and parent use. It is a vibrant working environment with students working hard before, during and after school hours.

### Signing Out Resources

- Each student may sign out a limited number of items at any given time
- If students have overdue items, they must return them before being able to sign other items out
- Staff and parents are also able to sign items out. Please visit the Circulation Desk to be registered in our system
- All patrons are responsible for any book signed out in their name, including textbooks. If a book is lost or damaged, they will be charged the cost of the item(s)

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### Indigenous Education Program

The Indigenous Education Program provides services to students of Indigenous heritage to enhance their school experience. These include:

- Academic Advising and Coaching
- Career Planning
- Personal One-on-One Support
- Cultural Awareness
- Goal Setting



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### Learning Assistance

The Learning Assistance Teacher (LAT) can help establish greater student success through a variety of strategies, such as:

- Learning assessments
- Program adaptations and/or modifications
- Targeted instruction of literacy and numeracy skills
- Consultation
- Instruction of organizational and study skills
- Advocacy
- Collaborative planning and co-teaching with teachers

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### Resource Support

The Resource Room is located on the main floor, across from the library. Our resource teacher(s), together with our teachers and education assistants, collaborate to develop, implement, and monitor the effectiveness of individual's education plans.

Some of the ways the staff in the Resource Room support students include:

- Alternate workspace
  - Academic support
  - Instruction of organizational, study, and life skills
  - Program adaptations and/or modifications
  - Advocacy
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### **Counselling**

Learning obstacles are not the only hindrance to student success. Many times, students are experiencing personal challenges which make it difficult for them to learn. The school counsellor can work with students and provide support and/or referrals to appropriate district support staff, community agencies, information and resources concerning educational and career goals. The Counselling Centre is located next to the main office.

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### **The Connect Room**

The Connect Room is located at the top of the stairs, beside the boy's washroom on the second floor. This support room provides students with social, emotional, behaviour, and academic support to ensure that students are successful at Dr. Knox.

Some of the ways the staff in the Connect Room support students include:

- Offering a space for students to engage in thoughtful reflection
- Managing minor behavioral concerns by working with the student, the teacher, and the parent, as needed
- Facilitating restorative practices and managing support plans
- Counselling students through decision-making models

## WORK ETHIC

Without a doubt, strong work habits will support higher achievement for all students. Work ethic is evaluated according to numerous criteria as is demonstrated on a daily basis. Of particular importance are aspects such as quality of work, effort, attitude, co-operation, focus, attentiveness and preparedness. Work ethic will be recorded as "G" for good, "S" for satisfactory or "N" for needs improvement.

<b>Criteria</b>	<b>N</b> <i>Needs Improvement</i>	<b>S</b> <i>Satisfactory</i>	<b>G</b> <i>Good</i>
<b>Focus, Participation &amp; Co-operation</b>	<ul style="list-style-type: none"> <li>rarely listens to instructions, does not use class-time wisely and/or distracts others; is rarely ready to get to work when prompted and requires constant supervision</li> </ul>	<ul style="list-style-type: none"> <li>student is sometimes reluctant to contribute and occasionally needs reminders to listen to instructions; works when prompted</li> </ul>	<ul style="list-style-type: none"> <li>consistently participates actively in classroom lessons &amp; shows initiative; contributes thoughtful ideas and questions, and works well with others</li> </ul>
<b>Attitude &amp; Respectfulness</b>	<ul style="list-style-type: none"> <li>shows apathy (student appears content with not yet meeting or minimally meeting expectations &amp; criteria); often negative</li> <li>often disrespectful, either verbally or with negative body language</li> </ul>	<ul style="list-style-type: none"> <li>is usually self-motivated and hard-working</li> <li>is usually polite and kind but occasionally needs reminders</li> </ul>	<ul style="list-style-type: none"> <li>consistently shows optimism, open-mindedness (is accepting of others &amp; their ideas) and is enthusiastic</li> <li>is genuinely polite, kind and inclusive of others without being reminded</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>often forgets needed materials (writing tools, paper, books, gym strip etc.)</li> </ul>	<ul style="list-style-type: none"> <li>usually brings materials, occasionally forgets necessary supplies (writing tools, paper, books, gym strip etc.)</li> </ul>	<ul style="list-style-type: none"> <li>consistently brings needed materials to class (writing tools, paper, books, gym strip etc.)</li> </ul>
<b>Assignment Development &amp; Effort</b>	<ul style="list-style-type: none"> <li>rarely completes and/or hands in assignments</li> <li>assignments are rushed, undeveloped and work is not organized or neatly presented</li> </ul>	<ul style="list-style-type: none"> <li>usually completes assignments on time</li> <li>ideas are partially developed, and work is usually organized; quality of work is inconsistent</li> </ul>	<ul style="list-style-type: none"> <li>consistently completes assignments on time</li> <li>ideas are well-developed, work is unique, logically organized and neatly presented; genuine effort is apparent</li> </ul>
<b>Promptness</b>	<ul style="list-style-type: none"> <li>often arrives late to class; is rarely ready to learn when the bell rings and is sometimes a distraction to other students upon arrival</li> </ul>	<ul style="list-style-type: none"> <li>usually arrives to class on time and is usually ready to work when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>consistently arrives to class on time; always prepared to work by the time the bell rings</li> </ul>