

“Think and wonder, wonder and think.” — Dr. Seuss



School Calendar / Calendrier Scolaire 2023 - 2024

ÉCOLE KLO MIDDLE SCHOOL HANDBOOK

Mr. Smith
Vice-Principal

Mr. Ragoonaden
Principal

Ms. Wiemken
Vice-Principal

3130 Gordon Drive, Kelowna, BC V1W 3M4 (250) 870-5106

Last updated: September 14th, 2023



KLO together



what we believe

Ecole KLO Middle School fosters a culture focused on **student agency** with a sense of **belonging and purpose for all learners**.

how we learn

curiosity

nurture a process of personalized learning through inquiry, innovation, and wonder

diversity

embrace individuality and inclusion to make school communities and society more equitable

sustainability

empower the next generation of leaders through holistic education and action

skills

promote digital, social-emotional, and academic competencies needed to transition into higher education, the workforce, and our society

integrity

act as a whole community connected by our beliefs and our values

wellness

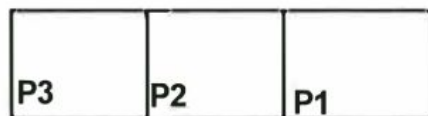
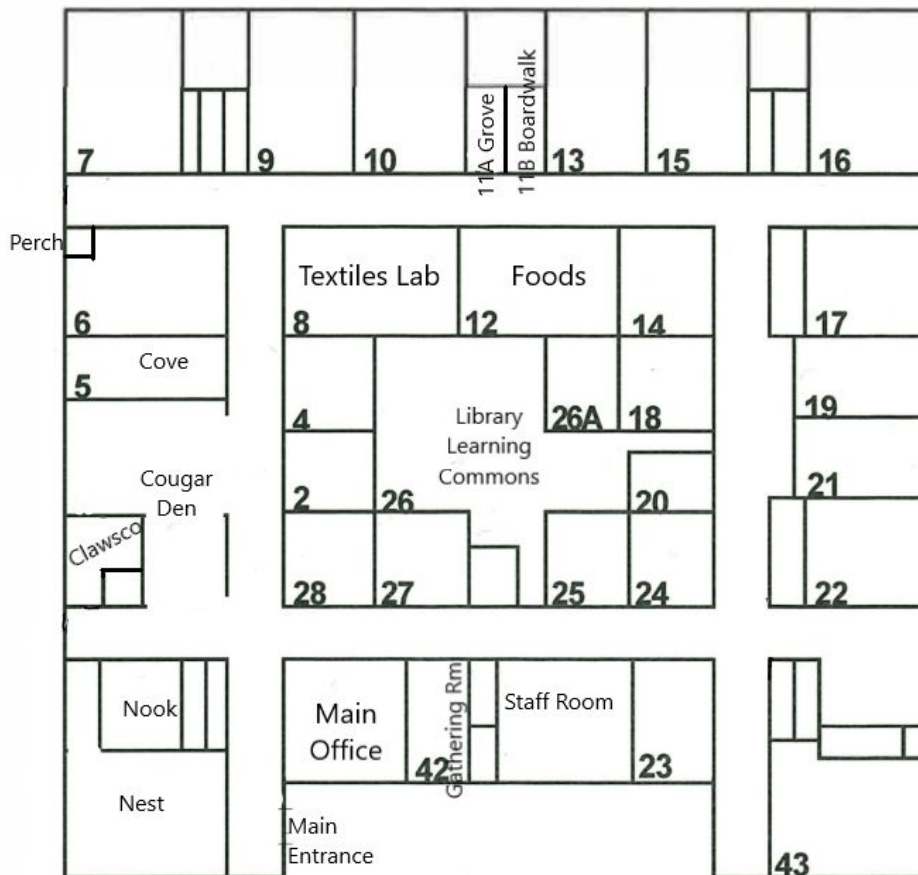
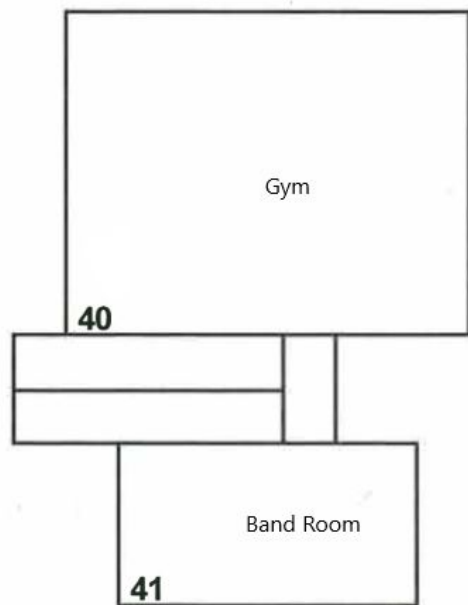
cultivate a balance of emotional, intellectual, physical and social well-being and growth

our growth

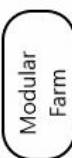
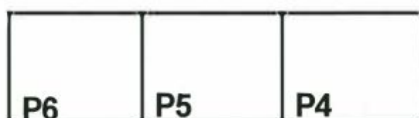
understanding LEARNING as a process of finding and understanding strengths/stretches within competencies and content to make genuine connections and apply them to new experiences

understanding ASSESSEMENT as a process of collecting evidence of learning in relation to the learning standards updated in real time through continuous communication of growth

understanding AGENCY as a process of activating learners in the choosing/designing of what/how they want to learn and using educators as facilitators to guide the understanding



Portables



ÉCOLE KLO MIDDLE SCHOOL



Gordon Dr K.L.O. Rd

KLO BLOCK ROTATION

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
1234	5678	2143	6587	3412	7856	4321	8765

REGULAR SCHEDULE

Time	Minutes	Block
9:00 - 10:18	78	Block A
10:18 - 10:30	12	Break
10:30 - 11:48	78	Block B
11:48 - 12:28	40	Lunch
12:28 - 1:45	77	Block C
1:45 - 1:52	7	Break
1:52 - 3:10	78	Block D

SPECIAL EVENTS SCHEDULE

Time	Minutes	Block
9:00 - 10:02	62	Block A
10:02 - 10:07	5	Break
10:07 - 11:09	62	Block B
11:09 - 11:14	5	Break
11:14 - 12:16	62	Block C
12:16 - 12:56	40	Lunch
12:56 - 1:58	62	Block E
1:58 - 2:07	9	Break
2:07 - 3:10	63	Block E

EARLY DISMISSAL SCHEDULE

Time	Minutes	Block
9:00 - 9:50	50	Block A
9:50 - 9:55	5	Break
9:55 - 10:45	50	Block B
10:45 - 11:00	15	Break
11:00 - 11:50	50	Block C
11:50 - 11:55	5	Break
11:55 - 12:45	50	Block D

École KLO Middle School

3130 Gordon Drive
Kelowna, BC V1W 3M4
Phone: 250-870-5106
Fax: 250-870-5006
Email: KLO@sd23.bc.ca



The best way to stay informed about events at École KLO Middle School is to visit our website at klo.sd23.bc.ca

Our website includes school information, student policy, school calendar, parent information and resources, student contests and opportunities. The office will also send out weekly emails with calendar events and updates. On occasion we will send out emergency information (such as school closures) or other time sensitive communications.

Please ensure that your phone number, address and email contact information are correct in our system through the verification sheets sent home at the beginning of the year or by contacting the office.

IMPORTANT CONTACT INFORMATION		
Principal	Ashley Ragoonaden	ashley.ragoonaden@sd23.bc.ca
Vice-Principal	Blake Smith	blake.smith@sd23.bc.ca
Vice-Principal	Laura Wiemken	laura.wiemken@sd23.bc.ca
Head Secretary (Student Fees)	Tania Mchale	tania.mchale@sd23.bc.ca
Registration (Student Records)	Carolyn Bazin	carolyn.bazin@sd23.bc.ca
School Counsellor	Joan Ewing	joan.ewing@sd23.bc.ca
Learning Assistance	Tania Daponte Tybie Elenko	tania.daponte@sd23.bc.ca tybie.elenko@sd23.bc.ca
Student Support	Jayna Bailey Garth Dupre Ryan Scorgie	jayna.bailey@sd23.bc.ca garth.dupre@sd23.bc.ca ryan.scorgie@sd23.bc.ca
Resource Teacher	Dawn Trozzo Corey Grant	dawn.trozzo@sd23.bc.ca corey.grant@sd23.bc.ca
Library Learning Commons	Karin DuMont	karin.dumont@sd23.bc.ca
Indigenous Advocates	April Mercereau Ben Cousins	april.mercereau@sd23.bc.ca ben.cousins@sd23.bc.ca
Athletic Director	Garth Dupre	garth.dupre@sd23.bc.ca
Music Department	Colin Debourcier	colin.debourcier@sd23.bc.ca
Sports Academy	Michael Szalay (hockey) Mike Sodaro (basketball)	michael.szalay@sd23.bc.ca michael.sodaro@sd23.bc.ca
Leadership Teachers	Andrea Bailey Micky Goutier	andrea.bailey@sd23.bc.ca michole.goutier@sd23.bc.ca

MIDDLE SCHOOL VALUES

The middle school program is designed to meet the unique needs of the early adolescent. Middle schools were created to help the adolescent successfully move through this important stage of life.

For a school to be successful, students, staff and parents must be committed to a clearly defined set of core values which focus on adolescent development and needs. These values provide direction for school programs and the establishment of a school climate in which each student may have the opportunity to grow as an individual and reach an optimum level of success.

At École KLO Middle School, we believe in:

- A shared vision
- Student agency
- Belonging and purpose for all learners
- High expectations for all
- An adult advocate for every child
- Family and community partnerships
- A positive school culture



THE CORE COMPETENCIES

The Core Competencies are sets of intellectual, personal, social, and emotional proficiencies that all students need to develop in order to engage in deep learning and lifelong learning. They are at the heart of the BC Curriculum



Communication: This competency encompasses the knowledge, skills, processes and dispositions we associate with interactions with others. Through their communication, students acquire, develop and transform ideas and information, and make connections with others to share their ideas, express their individuality, further their learning, and get things done. The communication competency is fundamental to finding satisfaction, purpose and joy.

Thinking: The Thinking competency encompasses the knowledge, skills and processes we associate with intellectual development. It is through their competency as thinkers that students take subject-specific concepts and content and transform them into a new understanding. Thinking competence includes specific thinking skills as well as habits of mind, and metacognitive awareness. These are used to process information from a variety of sources, including thoughts and feelings that arise from the subconscious and unconscious mind and from embodied cognition, to create new understandings.

Personal and Social: The Personal and Social competency is the set of abilities that relate to students' identity in the world, both as individuals and as members of their community and society. Personal and Social competency encompasses what students need to thrive as individuals, to understand and care about themselves and others, and to find and achieve their purposes in the world.



PROCEDURES FOR COMMUNICATING STUDENT LEARNING AT ÉCOLE KLO MIDDLE SCHOOL

At École KLO Middle School, we communicate learning to our students and their families using growth-based language. We are describing learning and skill acquisition in terms of strengths (what the student can do well) and stretches (what the student can continue to work on). Students have been using this language within their classrooms as they learn about their personal cycle of growth and development.

4-point Learning Progress Continuum: In report cards you will see the wording of our Learning Progress Continuum of **emerging, developing, proficient, and extending**. Along with descriptive feedback, these stages are used to support learning throughout the school year.

<p>Emerging:</p> <p>Student is not yet or is beginning to demonstrate the expected learning.</p> <p>Compétence émergente:</p> <p>L'élève commence à démontrer et/ou n'a pas encore démontré l'apprentissage attendu.</p>	<p>Developing:</p> <p>Student is demonstrating the expected learning with growing consistency.</p> <p>Compétence en voie d'acquisition:</p> <p>L'élève démontre l'apprentissage attendu avec une cohérence croissante.</p>	<p>Proficient:</p> <p>Student consistently demonstrates the expected learning.</p> <p>Compétence acquise:</p> <p>L'élève démontre l'apprentissage attendu de façon cohérente.</p>	<p>Extending:</p> <p>Student consistently demonstrates expected learning with increasing depth and complexity.</p> <p>Compétence approfondie:</p> <p>L'élève démontre l'apprentissage attendu de façon cohérente et avec de plus en plus de complexité.</p>
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KLO uses two options of formally communicating student progress and learning.

- Students receive three formal report cards communicating student progress with the learning standards connected to subject areas. The dates for these reports are listed in the school calendar.
- Teachers may choose to communicate with families and students through a web-based collection of reflections on learning. In this case, student progress with learning standards, including strengths, areas for growth, and next steps will be accessible on a continuous basis and referenced in the regular reporting cycle.

Families will also have the opportunity to meet with teachers at the parent/teacher conference days (these dates are also found in the calendar) or may contact KLO staff to arrange meetings to discuss academic progress and the social/emotional aspects of middle school throughout the year.

SUPPORT SERVICES & PROGRAMS

COUNSELING—KLO has a qualified counselor who provides social and emotional support for students.

INDIGENOUS EDUCATION—Our Indigenous students are provided with support through our Indigenous Advocates in the Gathering Room for all aspects of their educational journey.

LEARNING ASSISTANCE—Students learn in a variety of ways. Our Learning Assistance team works closely with classroom teachers to provide support. This is achieved through skill building, alternative instruction strategies and individualized learning. This support happens both in and out of the classroom.

SCHOOL BASED TEAM—The School Based Team is comprised of a learning assistance teachers, a school counselor, a behaviour support teacher, an Indigenous advocate, an administrator and other support staff. They meet on a weekly basis to address the needs of specific students who have been referred by a staff member.

THE COVE—KLO offers an unique program for our students with diverse abilities. Students are integrated into many of their classes.

THE NEST— The Nest is our student support service center that assists students with a variety of needs. It offers support for students who struggle with moderating their social and emotional behaviours as well as those who need academic assistance. It will also offer support to those with attendance concerns. The Nest provides both in-class and out-of-class support for students and staff with our Behavioural Support Teachers, Behavioural Support CEA, Learning Assistance Teachers and school counsellor.

SOGI—SOGI 1 2 3 helps educators make schools inclusive and safe for students of all sexual orientations and gender identities (SOGI). At a SOGI-inclusive school, students' gender does not limit their interests and opportunities, and their sexual orientation and how they understand and express their gender are welcomed without discrimination. For more information about SOGI, go to <https://www.sogieducation.org/>

LEADERSHIP PROGRAMS

LEADERSHIP 9 is a year long program built on the belief that students can help students succeed. It provides a common process to successfully articulate students from elementary to middle school. The goals of Leadership 9 are:

- To guide Grade 7 students toward both academic and social success in middle school
- To provide Grade 9 students with leadership and mentorship opportunities
- To develop positive school climate and culture for all

CAT — COMMUNITY ACTION TEAM leaders provide opportunities for KLO students and staff to make a difference in our community, and develop a broader world vision. CAT leaders organize events and awareness campaigns throughout the school year that help positively impact the people in our local community and identified global causes.

STUDENT VOICE is a forum of students to discuss ways to make their school a better place in which to learn. Through Student Voice students learn that their voice does matter and that they can make a positive difference in their school. Student representatives from all grades bring their ideas and opinions to work together with the Principal and Vice-Principals to:

- Make a positive difference in the school
- Discuss issues and concerns
- Work to improve the culture of our school community

LIBRARY LEARNING COMMONS

The KLO Library Learning Commons (LLC) includes both the physical space of the library as well as a digital space available to our students.

The LLC is located in the middle of the main building of our school. This space contains books for recreational reading as well as for completing class research, assignments and projects. Resources are available for our students in both English and French. The LLC also houses laptop computers and Chromebooks that students are able to access for academic purposes during class time, before school, at lunch and after school. Students are encouraged to use the LLC to work on homework, meet with partner or group members to complete projects, read a book, or view some of the many exhibitions of learning.



Indigenous Education: The Gathering Room at KLO

The Central Okanagan Public Schools Indigenous Education Program provides services to students of Indigenous Ancestry to enhance their school experience.

Indigenous Advocates, as per Central Okanagan Public Schools Indigenous Enhancement Agreement, provide K-12 programs, including:

- Emotional, social, academic and behavioral support
- Cultural teachings
- Cultural connections
- Goal setting and career planning opportunities
- Personal and emotional support
- Nsyilxcen (Okanagan) Language
- Liaison with parents/guardians and community agencies

KLO's Indigenous Advocates, Ben Cousins and April Mercereau, are located in the Gathering Room next to the office in room 42.



BLOCK 6

Each student at KLO is connected to a homeroom, which is only utilized in certain circumstances. This homeroom structure will run at various times during the year as needed, typically for most administrative (ie. locker distribution, general communication, photo purchases). We will have Block 6 every day during the first week of classes for students to get organized at KLO.

TEAMING

Teacher teams are one of the most widely recognized features of a true middle school. Teaming is used to describe the way in which we organize instruction in middle schools. Teaming is a collaboration between adults with varied expertise and the group of students they teach. Grade 7 and 8 students (as well as some Grade 9's) will be taught their core subjects by a team of teachers. They will monitor student progress, attendance, and work habits, and communicate this information to parents and students.

BAND STUDENTS

The band teachers will explain the options of choosing an instrument once classes are underway.

STUDENT FEES AND PAYMENT

For safety and efficiency reasons, Central Okanagan Public Schools are trying to reduce the amount of cash and cheques coming into the schools. Please scan the following QR code for instructions to register for **School Cash Online**:



SCHOOL SUPPLIES

- Zippered binder (recommended)
- Lined, unlined, and grid paper
- Pens, pencils, highlighters and eraser, ruler
- Scientific calculator
- Gym Strip:
 - T-shirt, shorts, runners (NO skate shoes)
- Organizational Tool such as an agenda or planner or a digital device
- Optional: scissors, glue, tape, pencil sharpener, post-it notes, duotangs

Other school supplies may be requested by classroom teachers; however, sufficient warning will be given to allow students the time to acquire these items.

LOCKERS & SCHOOL PROPERTY

Lockers are the property of the school and are assigned to the students for school use. Students hold no expectation of privacy in their lockers or 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 or damaged their locks. In order to ensure students' belongings are safe, lock combinations and lockers must not be shared, even with their best friends. All posters and pictures put up in lockers must be appropriate to a school setting and must be removed by the student at the end of the year. Personal locks are NOT permitted.

CARE OF PERSONAL PROPERTY

All student property should be labeled. Neither École KLO Middle School or Central Okanagan Public Schools have insurance to cover the loss, theft, or damage of personal property. Although supervision by staff and the cooperation of students decreases the possibility of theft, students are advised to leave valuables at home and to ensure the personal property left in school is covered by their own insurance. This includes band instruments, bicycles and cellphones. The school will not be held responsible for any misplaced, lost or stolen items brought to school.

BICYCLES, SKATEBOARDS, AND SCOOTERS

For safety reasons, students are required to walk their bicycles, skateboards, and scooters on and off school property. A bicycle rack is provided beside the portables in a fenced area. Students should ensure that their bicycles are individually locked up inside the fenced area. The gate will be locked at 9:00 am and unlocked at 3:15 pm everyday. The school cannot assume any responsibility for loss or damage to bicycles. Skateboards and scooters must be stored in students lockers during the day. Helmets must be worn at all times.

FIELD STUDIES

During the school year, your child may go on a field studies trip. Field studies may be organized to enhance the curriculum, to participate in an athletic or arts event, or build school culture. To go on a field studies trip, students must bring a signed parent permission form to their teacher. A scan of the signed form may be emailed to the teacher. Text, phone or email messages that grant permission are not sufficient. The school's code of conduct applies on all field studies trip.

SAFETY DRILLS

École KLO Middle School staff and students take part in six fire drills, two lockdown drills and one earthquake drill throughout the year. Students are expected to follow procedures explained in detail to them by their classroom teachers.

ILLNESS AT SCHOOL

If a student feels ill at school, they should ask their classroom teacher for permission to go to the office where staff will contact a parent/guardian. For safety reasons, it is important that students do not use their cell phones to call home as an adult in the building needs to know when students are not feeling well. Students who feel ill, should stay home until they feel better.

ASSIGNMENTS FOR EXTENDED ABSENCES

Teachers are not responsible for providing work in advance or at all to students who miss school due to vacations taken during school time. If parents choose to take a student out of school, the many daily classroom activities they miss cannot be duplicated through worksheets or assignments. Before leaving and upon returning, parents should contact their child's teachers to discuss the impact this absence will have on their individual child's progress. Teacher contact information and websites can be accessed via www.klo.sd23.bc.ca. In addition, please contact the main office to let the school know of planned absences. You can report these absences via the school messenger app.

SCHOOL HOURS

School starts at 9:00 AM and finishes at 3:10 PM. Some of the school and city busses arrive at 8:00am and the school is open for students at that time. The school office is open from 7:30 AM to 3:45 PM. The school building is closed at 4:00 PM except for those students involved in programs that are scheduled after hours, such as practices or rehearsals.

STUDENT ABSENCES

All schools in the Central Okanagan District SD23 have an Absence Reporting System called School Messenger Safe-Arrival. This system helps schools collect and manage student absences.

The Safe-Arrival system processes all reported absences and promptly calls parents or guardians of students who have not yet been accounted for. When a parent or guardian receives an automated call or text, they can resolve the issue by proving a reason for the absence. If they are unaware of the absence they are directed to call the school.

Three ways to connect:

- School Messenger Safe-Arrival App on your smartphone
- SchoolMessenger Safe-Arrival Parent Portal Website go.schoolmessenger.ca
- SchoolMessenger Safe-Arrival touch tone system. Call the school at 250-870-5106 and follow the prompts

LATE ARRIVAL PROCEDURES

Students are expected to arrive at school on time. When students are unavoidably late, they must report to the office, sign in and obtain a late slip that will allow them to attend their classes. If a student arrives within the first ten minutes of the day, they can go straight to their first block class. Parent/Guardians can excuse the late with a phone call or by using the SchoolMessenger app.

LEAVING EARLY PROCEDURES

Parent/Guardians can use the School Messenger app to pre-excuse students who need to leave school early.

It's important that students sign out at the office when they're leaving the school, even if they've been pre-excused.



LUNCH OPTIONS FOR STUDENTS

- Bring your lunch
- Purchase items at Clawsco
- Brown Bag Lunch Program

If students forget their lunch they should let a staff member know. The staff member will find some food for the student. We will not let our students go hungry!

HEALTHY CHOICES

École KLO Middle School tries to ensure that all food and beverage items sold at Clawsco (school store), and vending machines meet the BC Ministry of Education Food and Beverage Sales Guidelines.

Students who bring their own snacks and lunches to school are encouraged to bring healthy choices. The consumption of beverages with extremely high contents of caffeine and sugar (Slushies & Energy Drinks) are not to be brought or consumed at school as they can have a negative effect on an adolescent's ability to focus.



PARENT/GUARDIAN INVOLVEMENT



PAC (PARENT ADVISORY COUNCIL)

The Parent Advisory Council (PAC) is the officially recognized voice of parents at the school level. The PAC is composed of all parents/guardians registered in the school. School staff may be invited to PAC meetings. The PAC meeting schedule is set yearly. Please see the school website and calendar for PAC meeting dates each month. PAC discusses school issues of concerns, and organizes presentations and topics of interest to parents/guardians.

The role of the PAC is also to advise parents/guardians on how to present their individual concerns to the school and to ensure that an appropriate procedure is in place so that these concerns are heard at the school, or if required, at the district level. For your personal information the following process should be used:

GUARDIANSHIP

Please be sure that any special concerns regarding the guardianship of your child is brought to the attention of the school. Please make an appointment with the counselor or administrator to discuss custodial considerations after a divorce or other legal action. Also, please bring a copy of any pertinent legal documents with you.

VOLUNTEER

All volunteers must undergo criminal record checks through the school district. If you are considering volunteering at any point, you are required to complete a criminal records check in the office at your earliest convenience. They are valid for 3 years and are recognized district-wide. Parents/guardians and community members are always welcome at École KLO Middle School.

There are many opportunities for parents/guardians to become involved in the education process at École KLO Middle School. Any of the following areas would benefit from increased parent/guardian involvement:

- Fundraising
- Coaching
- Modular Farm
- Academic Support
- Field Studies Supervisors
- Career Speakers
- Support for Student Clubs
- Band Parent Group
- Green Team (Sustainability)
- Special Events Volunteers
- Fruit & Veggie Group
- Parent Advisory Council

Please contact the school if you would like to get involved with one of the many programs or groups.

WORKING TOWARD A SUSTAINABLE SCHOOL

At École KLO Middle School, we are invested in our planet's well-being and sustainability. We are a “pack in pack out” school, any items that produce waste in snacks and lunches brought to school need to be put back into lunch kits and taken home for proper recycling or disposal when possible. Please don't leave garbage on our school field and property. For waste generated at school, we have waste reduction stations in our school for paper, cardboard, plastics and returnables. KLO community members are expected to use these properly to ensure waste is sorted and returned to our city's appropriate waste collection systems. We are proud of our school, the land on which it is built and the ecosystem it is a part of. KLO also encourages sustainable practices such as walking, biking, skateboarding, carpooling or bussing to school, to reduce carbon emissions. We are a school community with a culture of stewardship, responsibility and pride for land, water, and our planet.



École KLO Middle School Modular Farm

Sustainability Days

EARTH DAY (April 22) & Green Week (April 22-26)

These days are dedicated to building student agency around sustainability and land stewardship. Students and staff can participate in activities around the ecosystem of Fascieux creek on the KLO property, the Modular Farm and the United Nations Global Goals for Sustainable Development.



The KLO Modular Farm is a 40' insulated shipping container that has been modified into a hydroponic farm.

KLO students can grow up to 300+ heads of lettuce per week.

Our vision is to use the farm and our school's surrounding ecosystem to enlighten, elevate and activate sustainable systems and mindsets into daily practice.

To learn more, please visit the website at:

<https://sites.google.com/learn.sd23.bc.ca/klofarm/home>

ÉCOLE KLO MIDDLE SCHOOL EXTRA-CURRICULAR AND PHYSICAL ACTIVITIES

EXTRA CURRICULAR POLICY

Academic Responsibilities—At École KLO Middle School we consider our youth to be students first and members of teams, clubs and other extracurricular programs second. If a teacher feels that a student's effort, attitude or behavior is not acceptable, they can approach the administration about placing the student on a support plan. A student who is placed on a support plan may practice but will not be allowed to participate in any games, productions, concerts, etc. The student will remain on a support plan until the teacher, sponsor and administration decide that the student's effort, attitude and behaviour are satisfactory.

Serious Offences—Violation of the provisions of the Code of Conduct regarding alcohol, drugs and other serious offences may, in addition to suspension from school, lead to dismissal from extra-curricular programs. Parents will be notified by the administration if a violation involving serious offences occurs on a trip. The offending student will be returned home immediately (circumstance permitting) with the expenses charged to the parents. Vaping and smoking while involved in an extracurricular activity will be dealt with as though it had occurred on school grounds and dismissal from the extra-curricular program may result.

Leaving an Extra-Curricular Program—A student joining an extra-curricular activity such as a team, club or production is making a commitment to that activity. If a student leaves the activity without consent then they shall not be allowed to join other activities for the remainder of the year until a successful appeal has been made.

School Attendance and Extra-Curricular Programs—If a student is ill or has an unexcused absence from any of their classes in a day, the student cannot participate in any extra-curricular activities on the same day.

Fees for Extra-Curricular Programs—In order to help cover the cost of our extra-curricular programs, it may be necessary to charge a fee for participation in these activities.

Appeals relating to Extra-Curricular Programs—If a student feels that they have been treated unfairly or that there are special circumstances that should be considered, they can appeal to the Principal.

PHYSICAL HEALTH EDUCATION POLICY



All students must wear appropriate gym strip in Physical Health Education class at École KLO Middle School. This includes a t-shirt or sweatshirt, shorts or sweatpants and running shoes (no skate shoes). Further, students are asked to have a separate pair of running shoes that they use in PHE class, not the street shoes that they wear at school. Students must dress appropriately for rainy and cold weather. Students must wear socks during PHE classes. Our school dress code applies to all PHE classes as well. Bin and labels are provided for students to use during PHE classes as needed. Students are encouraged to keep their valuables at home on PHE day and any other valuables can be stored in their main locker. The school is not responsible for items left or stolen from the change rooms.

ÉCOLE KLO MIDDLE SCHOOL BULLYING POLICY

WHAT IS BULLYING?

Bullying is an act that intentionally causes harm. It can be physical, relational or emotional. At times, someone may be doing or saying things to have power over another person. It is a form of power and aggressive behavior that is intentional, hurtful and repeated. This can take many forms: name calling, threatening, excluding, hitting, teasing, intimidating, etc. Cyber-bullying also takes many forms: outing, exclusion, impersonation, stalking, flaming, harassment, etc.

Bullying by definition is an ongoing and repetitive act. It can have very serious consequences and effects. It is important to talk to your child about the seriousness of bullying and the importance of reporting it immediately. At times, bullying is confused with rude behavior. Bullying and rudeness are not the same thing. Some examples of rude behavior are accidentally bumping into someone in the hallway, reacting rudely to a surprising situation, commenting on a surprising situation, non-directed laughing in a group etc. Rude behaviors are also not acceptable behaviors and are addressed when reported.

BULLYING

École KLO Middle School aspires to be a bully-free community for all. Everybody deserves the right to be safe at school. Bullying behaviors contradict the right and responsibilities of the students at our school. Unfortunately, despite the many proactive programs and policies that exist at KLO to prevent bullying, at times, some adolescents choose to engage in bullying type behaviors.

If your child reports seeing or is the victim of bullying please do the following:

- Let your child know that the school and their parent will work together to resolve the issue.
- If the bullying was on-line, present the evidence.
- Contact KLO's Behavior Intervention Team: 250-870-5106 ext. 8610

School staff have had experience dealing with issues. A course of action will be discussed and followed in order to resolve the issue.



WHAT IF I AM BULLIED?

- Walk away and report to an adult at school right away
- Tell a teacher or administrator
- Connect with the NEST
- Email a safe adult on staff

ÉCOLE KLO MIDDLE SCHOOL CODE OF CONDUCT

The purpose of the École KLO Middle School Code of Conduct is to maintain a safe, caring and orderly environment for student learning.

The Code of Conduct applies to any student:

- on school property
- in attendance at school or any school-sponsored activity (field study, extra-curricular activity etc.)
- whose behavior at any time or place, including to and from school as well as online, has an effect on the school environment or student learning.

EXPECTATIONS

The École KLO Middle School Code of Conduct promotes the values expressed in the BC Human Rights Code respecting the right of individuals in accordance with the law. All participants in school business, activities or events shall conduct themselves in a manner that does not contravene the BC Human Rights Code and its basic principles of respect and fairness. No person shall discriminate against another based on race, color, ancestry, gender, gender identity and expression or sexual orientation within the school environment or through the school system and its related function through publication or in accommodation, service or facility.

At École KLO Middle School we value and agree to conduct ourselves in a manner that creates a school community which:

- honours diversity
- fosters creativity
- encourages adaptability
- celebrates learning

STUDENTS RIGHTS & RESPONSIBILITIES

- Students have the right to learn and the responsibility to actively participate and be responsible learners.
- Students have the right to be safe and the responsibility to behave in a safe manner and to protect the safety of others.
- Students have the right to privacy and security of personal space and the responsibility to respect the property and privacy of others (students, staff and community).
- Students have the right to use student equipment and property and the responsibility to use the equipment and property according to all application rules and with care and respect.

TRUANCY

Truancy is defined as being absent from school without a valid reason. Truancy is a serious offence and will be dealt with accordingly by the school. Attendance is taken every period. Absences from school should occur only for valid reasons. Parents/Guardians need to sign out students if they are leaving during school hours.

VIOLATIONS OF THE CODE OF CONDUCT

We recognize that most members of our school community conduct themselves in a positive and responsible manner. However occasionally, violations of the Code of Conduct will occur, and when these infrequent violations occur, parent/guardians will be contacted. Violations of the Code of Conduct that are minor are dealt with in a variety of ways, including meetings with students, school staff and parents.

As students move through the grades in middle school there is a higher expectation of responsibility, therefore consequences for violations of the code of conduct may vary from grades 7 through 9.

Special considerations may apply to students with diversabilities, if they are unable to comply with the Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioral nature. The following page provides examples of major and serious violations of the Code of Conduct and do not constitute an entire list.

ÉCOLE KLO MIDDLE SCHOOL CODE OF CONDUCT Continued

OFFENCES

- Repeat offender of minor offences
- Defiance
- Inappropriate touching / language
- Spitting
- Leaving campus without permission (see “Closed Campus” section)
- Involvement as a witness or participating in a serious offence
- Tampering with the property of others
- Pain or injury to another person
(teasing, tripping, intimidating, harassing, pushing, swearing)

SERIOUS OFFENCES

- The use of physical violence, verbal threats, bullying or any other forms of harassment (including sexual and racial) in or around the school
- The use of technology (cell phones, texting, internet, e-mails, etc.) to bully, discriminate or harass another individual or group
- Bringing weapons or potentially dangerous items to school
- Causing a false fire alarm or tampering with fire extinguishers
- Being under the influence of, or in possession of drugs including tobacco, e-cigarettes, vapes , alcohol or drug paraphernalia, while at school or at a school function
- Causing willful damage (vandalism) to school property, or the property of school staff
- Willful disobedience of school staff
- The use of offensive language towards school staff or other students in the building
- The theft of school property or the property of others
- Truancy, or unexcused absences (includes leaving the school grounds without permission)

CONSEQUENCES FOR VIOLATING THE CODE OF CONDUCT

Attend a meeting with staff member(s) and parent/guardian(s) to discuss both a plan to improve behaviour and an appropriate consequence.

Appropriate consequences may include:

- Apology to heal the harm
- Counselling or referral to outside agencies
- Definite or indefinite suspension

For the sake of the safety of the entire École KLO Middle School community, students are encouraged to report violations of the Code of Conduct to school staff. Students who come forward will have their anonymity protected.



CLOSED CAMPUS

All middle schools in the Central Okanagan Public Schools are closed campuses. Once school starts, students must stay on school grounds. The college campus, adjacent mini mall, church property, and any surrounding residential private properties are off limits to KLO students during school hours. Students are expected to conduct themselves as responsible members of the surrounding community, including travelling to and from school. Students are not permitted to order food delivery to the school from any online food delivery service.

ÉCOLE KLO MIDDLE SCHOOL CODE OF CONDUCT Continued

DRESS CODE

Discussions of student dress require the careful balance of the individual's right to self expression with the school's responsibility to ensure an appropriate learning environment. Consideration is given to the health, safety and welfare of the school community. Although choices of student attire rest primarily with the parent and student, the dress code identifies standards that assist these decisions and identify expectations for our learning community.

Our Administrative Team along with the PAC, offer guidelines so students learn to make good, independent decisions regarding their choice of clothing. All members of the school community are expected to dress in ways that are appropriate for their particular roles and show respect for themselves, others and the school. For safety reasons, footwear must be worn at all times. It is not appropriate to wear clothing that:

- Make sexual references
- Use inappropriate language
- Depict or promote violence, racism or other discrimination
- Is intimidating to others, has brand names that relate to profanity
- Promote drugs and alcohol



HALLWAY PASS

All students must use a hallway pass (HP) when leaving the classroom for a period of time (ex. going to the washroom or office). It is expected:

1. Each class has 2 HPs. The 2nd HP is for emergencies only.
2. Students will "sign out" of the class when using the HP. Teachers will track the use of HPs for health and safety purposes.
3. HP must be visible to other educators when in the hallway.
4. One HP per student, not groups, and all HPs must be returned to the classroom.
5. Students do not need a HP if they are not returning to the class (ex. signing out at the office and leaving campus).
6. Parents will be contacted for repeat offenders.

SOCIAL BEHAVIOURS

It is not appropriate for middle school students to display behaviors of a sexual nature at school. Students will be reminded of this expectation if necessary and communication home may occur if the behavior continues. Only one student is allowed in a bathroom stall at a time due to health and safety reasons.

SMOKING, VAPORIZERS, DRUGS AND ALCOHOL

Vaping and smoking is a health hazard both for the vaper/smoker and anyone in the vicinity of the vape/smoke. It is illegal for anyone under the age of nineteen (19) to be in possession of vaping products or cigarettes. This means that vaping/smoking is not permitted anywhere within the school, on grounds or within sight of the school. Students may not vape/smoke at any school sponsored field study or activity. Cigarettes, vaporizers, e-cigarettes and other smoking paraphernalia are not permitted at school. All middle schools in the Central Okanagan Public Schools are drug free zones. This means that there is no tolerance for students in possession of, under the influence of, or associated with drugs or alcohol. This includes any school sponsored field study or activity. Offenders in a drug free zone can expect a maximum school suspension, RCMP involvement including a fine and a possibility of criminal charges.

SCHOOL SEARCH AND SEIZURE POLICY

Student searches may be made based on reasonable suspicions of a violation of school rules and/or law. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age of the student.

BACKPACKS AND BAGS

These items are not permitted in classrooms during instructional time unless requested by the teacher for a specific circumstance.

ÉCOLE KLO MIDDLE SCHOOL CODE OF CONDUCT Continued

TECHNOLOGY POLICY

Students using computers and laptops at school are expected to use them responsibly and in compliance with the Central Okanagan School Public Schools Network Account and Internet Agreement; the Student Acceptable Use Guidelines; and the Central Okanagan Public Schools Code of Conduct. Students may only use computers for activities that are specified or approved by an KLO staff member or teacher-on-call. For all use, content and language must be appropriate for school. Students may not download software from the Internet. Students who damage computers or laptops on purpose or due to irresponsible use will be accountable for any repairs that are required. Consequences for violation of any of the agreements listed above will be determined on an individual basis.

DIGITAL CITIZENSHIP

When accessing electronic communication systems and social media, students are expected to:

- Demonstrate appropriate digital citizenship, both during and outside of school hours
- Practice safe online behaviour and report any inappropriate communication or distribution of harmful material to staff member immediately
- Respect the privacy of others including, but not limited to, the sharing of photos, videos and personal information
- Ensure that personal use of electronic communication systems neither interferes with, nor distracts from, their learning or the learning of others.

PICTURE OR VIDEO TAKING

Due to the privacy issues, the only students who are permitted to take pictures or video at school are those students doing so for educational purposes under a teacher's supervision. Permission must be given by both the classroom teacher and the student for such purposes. Any online sharing of such images shall only take place under the teacher's discretion, student consent and with parent permission. Students unable to respect the privacy of others may have their devices confiscated and images deleted.

RESPONSIBLE USE OF PERSONAL TECHNOLOGY DEVICES AND CELL PHONE POLICY

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.

CELL PHONE IN LOCKERS:

Learners may possess cell phones / electronic devices, but they must be placed in lockers during instructional time unless requested specifically by the teacher for instructional purposes. Students will have access to personal devices during non-instructional time.

Our reasoning is:

- To support students in maintaining their focus on their learning
- To minimize distractions associated with social media
- To control hallways and bathroom visits




Plan:

1. Teachers will initiate a classroom discussion for the use of technology, in the classroom, at the beginning of the school year
2. Students are expected to leave devices in their lockers
3. If needed for certain activities, each classroom will still have a Cell Phone Holding Box

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 RCMP intervention.

SEPTEMBER / SEPTEMBRE 2023



SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4 Labour Day	5 X X is Block 6 Early Dismissal	6 X1234 See Weekly Family Memo (August p.2) for bell schedule of this week only.	7 X6578	8 X2143	9
10	11 6587	12 3412	13 7856	14 4321 Photo Day 	15 87665	16
17	18 1234	19 5678	20 2143 Meet the teachers BBQ & PAC AGM 	21 6587 Malicounda Drumming FRIM9 - all day	22 3412	23
24	25 7856	26 4321 Terry Fox Run 	27 8765	28 1234	29 5678 Orange Shirt Day	30

OCTOBER / OCTOBRE 2023



SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Schools closed in lieu of day for Truth & Reconciliation	3 2143	4 DD87 First term of Discovery Days begin	5 3412	6 Implementation Day Schools closed to students	7
8	9 Thanksgiving Monday Schools closed	10 7856	11 4321	12 DD65	13 1234 Photo retakes	14
15	16 5678	17 2143	18 6587	19 3412 Shake Out BC @10:19 AM	20 Teacher Pro D (No school)	21
22	23 7856	24 4321	25 8765 Exhibitions of Learning - early dismissal	26 1234	27 5678	28
29	30 2143	31 6587	1 DD12	2 7856	3 4321	4

NOVEMBER / NOVEMBRE 2023



SUN	MON	TUE	WED	THU	FRI	SAT
29	30 2143	31 6587	1 DD12 TYKTW	2 7856	3 4321	4
5	6 8765	7 1234	8 5678	9 DD43	10 65587 Remembrance Assembly	11
12	13 Schools closed in lieu of Remembrance Day	14 3412	15 7856	16 4321	17 8765	18
19	20 1234	21 5678	22 2143	23 6587	24 3412 Harmony day	25
26	27 7856 UBCO-KLO collab day (LLC)	28 43221 Cultural Performance	29 DD65	30 1234	1 5678	2

DECEMBER / DECEMBRE 2023



SUN	MON	TUE	WED	THU	FRI	SAT
26	27 7856	28 4321	29 DD65	30 1234	1 5678	2
3	4 2143 First Day of Term 2	5 DD87	6 3412	7 7856	8 4321	9
10	11 8765	12 1234	13 5678	14 2143	15 6587	16
17	18 3412	19 7856	20 DD21	21 8765	22 DD34X Winter Assembly	23
24	25	26	27	28	29	30
	Winter Vacation Period					
31	1	2	3	4	5	6
	Winter Vacation Period					

JANUARY / JANVIER 2024



SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
	Winter Vacation Period					
7	8 5678 Schools Open	9 2143	10 6587	11 3412	12 7856	13
14	15 4321	16 8765	17 DD34 Second term of Discovery Days begin	18 5678	19 2143	20
21	22 6587	23 DD12	24 7856	25 4321	26 8765	27
28	29 1234	30 5678	31 2143	1 6587 Start Semester 2	2 3412	3

FEBRUARY / FEVRIER 2024



SUN	MON	TUE	WED	THU	FRI	SAT
28	29 1234	30 5678	31 2143	1 6587 Start Semester 2	2 3412	3
4	5 7856	6 4321	7 DD65	8 1234	9 5678	10
11	12 2143	13 DD87	14 3412	15 7856	16 Teacher Pro D (No school)	17
18	19 Family Day Schools closed	20 4321	21 8765	22 1234	23 5678	24
25	26 2143	27 6587	28 3412 Pink Shirt Day	29 7856	1 4321	2


MARCH / MARS 2024



SUN	MON	TUE	WED	THU	FRI	SAT
26	26 2143	27 6587	28 3412	29 7865	1 4321	2
3	4 8765 First Day of Term 3	5 DD34	6 5678	7 2143	8 6587	9
10	11 3412	12 7856	13 DD21	14 8765	15 1234	16
17	18	19	20	21	22	23
	Spring Break Period					
24	25	26	27	28	29 Good Friday	30
	Spring Break Period					
31	1 Easter Monday Schools closed	2 5678	3 2143	4 6587	5 3412	6

APRIL / AVRIL 2024



SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Easter Monday Schools closed	2 5678 Schools open	3 2143	4 6587	5 3412	6
7	8 7856	9 4321	10 8765	11 1234	12 5678	13
14	15 2143	16 6587	17 3412	18 DD56 Third term of Discovery Days begin	19 4321	20
21	22 8765 Earth Day & Green Week 	23 1234	24 DD78	25 2143	26 6587	27
28	29 3412	30 7856 Exhibitions of Learning, early dismissal	1 4321	2 8765	3 1234	4

MAY / MAI 2024



SUN	MON	TUE	WED	THU	FRI	SAT
28	29 3412	30 7856	1 4321	2 8765	3 1234	4
5	6 5678 Red Dress Day	7 2143	8 6587	9 3412	10 7856	11
12	13 4321	14 65887 Cultural Performance	15 DD34	16 Track & Field Day	17 5678	18
19	20 Victoria Day Schools closed	21 2143	22 6587	23 DD12	24 7856	25
26	27 4321	28 8765	29 1234	30 5678	31 2143	1

JUNE/ JUIN 2024



SUN	MON	TUE	WED	THU	FRI	SAT
26	27 4321	28 8765	29 1234	30 5678	31 2143	1
2	3 6587	4 3412	5 7856	6 4321	7 8765	8
9	10 1234	11 5678	12 2143	13 DD87	14 3412	15
16	17 7856	18 4321	19 DD65	20 1234	21 5678 Indigenous People's Day	22
23	24 COL	25 COL	26 COL	27 Last day for students 9-9:45 AM	28 Administrative Day Schools closed	29
30	1	2	3	4	5	6
Summer Vacation Period						