



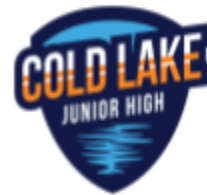
Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



Parent and Student Handbook

WELCOME TO COLD LAKE JUNIOR HIGH: HOME OF THE COBRAS

We realise that not all questions can be answered in this handbook, so please do not hesitate to call the school from 8am - 4:30 pm at 780-594-5623 or email at cljh.info@nlsd.ab.ca.

School cell phone is 780-201-1057.

School Website: www.coldlakejuniorhigh.ca

Facebook page: <https://www.facebook.com/ColdLakeJuniorHigh>

TIME	
BLOCK 1	8:29 - 9:18
BLOCK 2	9:19 - 9:59
BLOCK 3	10:00 - 10:40
NUTRITION BREAK	10:40 - 10:55
BLOCK 4	10:55 - 11:35
BLOCK 5	11:36 - 12:16
LUNCH	12:16 - 1:16
BLOCK 6	1:17 - 1:58
BLOCK 7	1:59 - 2:40
BLOCK 8	2:41 - 3:22

A. DAILY ROUTINE

Main doors open at 8:00 am. Upon arrival, students may enter the school and remain in the Cobra PIT. At 8:15, all students can proceed to their lockers and get ready for their morning classes. The gym is also available at that time for students to make use of.

Please enter your child's absences into Safe Arrival as it is a preferred method. However, you can also text message CLJH's cell phone at 780-201-1057 or call the school at 780-594-5623.

Attendance is taken during every block of the day. Parents will get an automated phone call daily at 9:30 am for safe arrival and also another at 4:00 pm indicating your child's absence by blocks. Please text 780-201-1057 or call the school 780-594-5623 if your child's attendance is inaccurate.

All exterior doors to the school will be locked during the day; parents and visitors can enter the main entrance and you will be buzzed into the main office area. Students who arrive late should obtain a late slip from the office before going to class. Office staff or teachers will adjust their attendance.



Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



CLOSED CAMPUS:

We are a closed campus for our Grade 7s and 8s meaning that students are not permitted to leave the school grounds during the school day. CLJH School Council has approved that grade 9 students may leave school grounds during lunch hour, but must be back on time for afternoon classes. If parents wish to pick up their child, please contact the office.

HOT LUNCH:

Students can bring lunch from home or order hot lunches through SchoolCash (Tues - Fri). The daily menu is available on our SchoolCash and is sent via email to all parents every month. There is also a concession booth daily with chocolate milk and snack foods at our school. **Outside food and drinks are allowed only during break times** and parents can drop these off at the office to be given at the break. During class time any food or drinks/slushies that are dropped off will be kept in the office until a break happens.

NUTRITION PROGRAM:

We have partnered with Breakfast Clubs of Canada and Apple Schools to provide nutritious snacks and lunches for all students.

EMERGENCY PROTOCOLS

Fire Drills-students are trained to evacuate the school for fire drills throughout the school year

Lockdowns-when there is a threat inside of the school, lockdown is called for all students and staff to remain inside their classroom. Communication will follow if the situation is imminent.

Hold and Secure-emergency situation outside or close to the school, all exterior doors locked and no visitors and no one can leave; police pursuit outside; can be normal inside school movement.

Shelter in Place-no threats, moving students to a safer location inside the school; severe weather, chemical spills, air quality, restrict movement to assist first aid personnel, students with seizures etc.

SCHOOL SUPPLIES

Student supply lists are available on the school website. ([Click here](#))

LOCKERS

Students will be assigned a locker and a combination lock. Students are not to share their combination with anyone.

INCLEMENT WEATHER/ POOR ROAD CONDITIONS

The Board recognizes that certain weather conditions may occur that can jeopardize the safety of staff and/or students. Check the Northern Lights School District Transportation Website for daily bus operation information www.nlsd.ab.ca, check the NLSD bus app, or listen to the local radio stations.

TRANSPORTATION AND BUSSING

Please call (780) 826-6038 to register your child.



Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



B. FEES

School Cash Online is a parent portal that offers a safe, fast, and convenient way to pay for school activity fees. It is also a preferred option for parents to pay for school items such as trips, hot lunches, and school clothing. The portal allows parents to add students, make payments, check current balance/account history and print or view receipts. **We encourage all parents to register on our School Cash Online portal to reduce handling of cash.** Once you have registered your child(ren), you will be able to see when new items are available for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline. The following items can be paid on SchoolCash:

Student Activity Fee: There is a \$25 yearly fee for all students council activities, special workshops and guest speakers, student incentives and prizes, etc

CTF Fees: Grade 7 to 9 Home Economics classes will have a \$25 CTF fee to cover consumables. All other CTF options may have user fees through school cash online for projects. This will cover consumables for woodworking, laser engraver, silk screen, 3-D Printing, travels, fees to the Energy Centre, JJ Parr, or provincial park, just to name a few.

Sports Fees: These are fees associated with extracurricular field trips or sports, including tournament fees, travel, referee costs etc.

Lost or Damaged School Property: There are no textbook rental fees. Parents will be responsible to pay for any lost or damaged textbooks, library books or school equipment.

C. SERVICES/PROGRAMS

1. STUDENT PROGRAM OF STUDIES AND INCLUSIVE EDUCATION

CLJH follows the program of studies set out by Alberta Education. For more detail, check out <https://education.alberta.ca/programs-of-study/>

CLJH provides an inclusive education program that meets the learning needs of all students. Every student will be included in the greater school community and will be placed in a setting that is best for them at a particular time.

We work with families to create a learning and behavioral plan that supports students in all areas of school. Our Student Support Team includes classroom teachers, Educational Assistants, Student Advocacy Counselor, Inclusive Education Coordinator and Administrators. We work together to program for students and provide accommodations or modified programs when it is appropriate. We also connect students and families to community resources.

2. STUDENT PROGRESS REPORTING

Early in the school year, teachers will post their course outlines, classroom routines and expectations on the CLJH website and in their Google Classrooms. These documents include the assessment procedures



Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



and classroom expectations. A hard copy may also be requested. The **Parent Portal** in POWERSCHOOL allows you to access your child's attendance and progress on your phone or electronic devices. Report Cards will be available 3 times a year. They can be accessed via the parent portal as well. Please contact the office to sign up. Parents are encouraged to keep in close contact with the teachers relative to their child's progress and teachers will inform parents when their child is not meeting the requirements for his/her grade.

3. COUNSELING

Our **Student Advocacy Counselor (SAC)** is available to receive referrals from parents, teachers, and students. From there, the Counselor will triage and depending on level of need will follow up with one of the following supports: universal support from a wellness support staff, individual counseling, specified group counseling, or a referral to outside services. If three or more sessions are missed due to attendance or decline of services, the student will be referred to an outside service provider. All students need to adhere to the appointments made with the counselor.

Community Helpers is a Suicide Prevention Program under the SAC's supervision that focuses on building youths skills in regard to how to support those with Mental Health needs and suicide. The main outcome of this program is for youth to learn how to look out for themselves, help others with concerns and connect those who are struggling with services and programs that can help them. This will be a lunch group that requires commitment for the entire year.

We also employ a **Wellness EA** who works to provide sensory and movement breaks for students as well as running the wellness room before school and during breaks.

Learning Pathways Advisor (LPA)

The role of our Learning Pathways Advisor is to work with students to create individualized plans to pave a pathway to success, including academic and career pathways. The LPA also coordinates with local stakeholders and businesses to arrange job shadowing opportunities and career fair explorations. Students will also work with the LPA to develop vital life skills involved in employment, including completing resumes, cover letters, and job applications.

4. ATHLETICS

CLJH staff and community members volunteer countless hours each year to coach and organize student sports teams that represent Cold Lake Junior High School. Over the years, many teams and individuals have gained recognition through sports. Students are encouraged to participate in our sports programs as it enhances their school experience and contributes to their total growth. Opportunities for involvement include Mountain Bike Racing, Cross Country Running, Volleyball, Basketball, Badminton, and Track and Field teams.

5. CHROMEBOOKS

Chromebooks are available in almost all classrooms of the school and students may use chromebooks for class assignments as directed by the teachers. Students will lose access to chromebooks if they are used inappropriately or damaged. Students have the option to bring their own chromebook or laptop for learning purposes.



Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



6. LEARNING COMMONS

Students can borrow books from the library (Learning Commons) on a regular basis. Parents and students are responsible for lost or damaged books.

7. ARTS AND THEATER

CLJH offers Night of the Arts at various times of the school year. These drama productions showcase our students' talents in music, instrumental music, singing, visual arts, CTF arts, Multimedia arts, and acting.

8. PHOTOGRAPHS

School photos take place early in the school year. The cost of these photos varies according to your choice of package. All students have their photos taken but the purchase of these photos is optional. Please see the school newsletter for the exact date.

9. STUDENT LEADERSHIP COUNCIL

The Student Council offers a variety of fun activities in our school such as dances, supporting local humanitarian organizations, planning assemblies, spirit days, and other activities throughout the school year.

D. STUDENT MANAGEMENT AND STUDENT CONDUCT

The Alberta School Act (Section 31) states the following:

Student Responsibilities

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in the pursuit of the student's education.
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- (d) respect the rights of others in the school.
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school
- (f) comply with the rules of the school and the policies of the board.
- (g) cooperate with everyone authorised by the board to provide education programs and other services.
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.



STUDENT CONDUCT-DISCIPLINE PHILOSOPHY

We expect students to be accountable and responsible for their behaviour in our school. Students are expected to show kindness and respect for both people and property. We understand that children are growing and learning and can make mistakes. We use these mistakes as opportunities for the student to learn, to care, and to identify ways to correct the situation.

Each student is unique and special; we treat each student’s mistake individually and try to identify the best way to help that student learn and grow. Disciplinary actions between students cannot be compared; our goal will be to find a solution that will be most effective with each student. It is possible for every student, regardless of his/her history, to become a positive and productive member of our school community. It is the goal of the staff at CLJH to encourage every student to attain this high standard of responsibility for his/her actions. When a student makes a minor mistake, the staff member who identifies the problem or the classroom teacher supports the student learning. They decide on an appropriate consequence and the matter can be ended at this point. Should the situation be more serious or become a repeated behaviour, the classroom teacher may follow-up with a phone call to parents, students may be sent to the reflection room at lunchtime and teachers may notify the administrator in charge of discipline. Parents and guardians are critical partners in helping us develop positive social behaviours. If infractions of the same nature continue, administration will be involved and may lead to further consequences.

In the event of a serious infraction, the teachers and or Administration will inform the parent by phone whenever possible, and a follow-up letter may be sent outlining the problem and the resulting consequences. Parent meetings may be scheduled to continue to build support for the student. Classrooms are meant to be a place of learning. Any activities that disrupt the learning will be addressed.

1. ZERO TOLERANCE OFFENSES

Offences for which CLJH has a policy of zero tolerance include: fighting, vandalism, possession and or use of drugs, alcohol, smokes, vapes, or weapons, and use of cell phones in the building. Zero tolerance also includes verbal abuse or swearing at a staff member. All these offences can and will result in suspension up to 5 days with possibility of expulsion. The use of vapes, smoking, or marijuana use on school grounds is illegal.

When a student uses derogatory words, racial slurs, or any term that targets individuals or groups of individuals on the basis of race, nationality, religion, gender or sexual orientation in an aggressive or offensive manner, staff will refer the student to the office and this will result in automatic suspension of up to 5 days.

These policies apply to any CLJH activities, on campus or off.

2. ATTENDANCE

The Attendance Policy is in accordance with the following governing boards:

Alberta School Act (sections 13 and 14) which states that “Every child must be in attendance at school and maintain an acceptable pattern of attendance.” Responsibility for maintaining acceptable attendance rests with the parent and/or the student.

Attendance will be taken at the beginning of each block. Students are expected to be on time for attendance. A student’s absence shall be considered excused for the following reasons: personal illness, critical family illness, medical appointments, funerals, court, weddings, or religious ceremonies.

Unacceptable Attendance and Lateness Record

Teachers monitor and track attendance and tardiness. The teacher and student support teams will contact the parent or legal guardian to determine the cause of the unexcused absences and create a plan to improve attendance. For chronic absences, further action may be taken with consultation with the district representative and refer the matter to the Provincial Attendance Board.

3. OFF-CAMPUS

CLJH grade 9 students have the privilege of an open campus at lunch time. With this privilege, students also have the responsibility to return to school on time.

If a grade 9 student is late:

- First offense: student will be given a warning, teachers will reteach expectations and record the incident.
- Second offense: the student will be sent to the reflection room the next day and a phone call home will be made by an administrator.
- Third offense: student will be suspended for one day for disrespect and defiance of school rules.

Grade 7 and 8 students are not allowed off campus and will be suspended for defiance of school rules.

4. FOOD AND DRINKS

We encourage parents to drop off lunches before 12:30pm to give the children time to eat during the lunch hour. We also have free lunch available if the student doesn't have food for the day. All food and outside drinks should be consumed during lunch hour only.

6. REFLECTION ROOM

The reflection room is used as a strategy to support positive student conduct. During this time, a staff member will re-teach school expectations and rules. Failure to show up or continuous misbehavior during this time will result in suspension for defiance.

7. HALL PASSES

Students are encouraged to use the bathrooms during break time. Washroom times are not an opportunity for students to meet their friends or avoid class work. Any time two or more students are seen in the same washroom stall, there will be a reminder of the rule and then an automatic suspension for defiance if the behavior continues. HALL PASSES will be used by teachers during class time to allow



Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



students to use the bathroom or water fountains. Hall passess will be issued 15 minutes after the bell rings to allow the main part of the lesson to be delivered.

8. ELECTRONIC DEVICES

CLJH is a cell phone free school. Electronic devices that enhance the student's ability to learn i.e. laptop computers and chromebooks , are welcome in our school. Devices that are potentially disruptive to both the learning process and student mental health such as cell phones, tablets, and wireless earbuds are better left at home. cell phones, tablets, and wireless earbuds are not to be used inside the school building. Students who need to contact parents can do so using the school telephones or the school cell phone. Likewise, if parents need to contact their child, they can call the school (780)594-5623 or the school cell phone (780)201-1057. We will get the message to your child directly.

If an exemption to this policy needs to be in place for a medical reason, please contact the administration to put a Medical Support Plan (MSP) in place.

CLJH is a cell phone free school. If a student is found using a cell phone;

- First offence: phone will be brought to the office and given back to the student at the end of the day.
- Second offence: the phone will be brought to the office, a phone call will be made home, and the parents / guardian will have to come pick up the phone.
- Third offence: student will be suspended for one day for defiance of school rules.

9. MISUSE OF TECHNOLOGY

Technology use that hurts another person such as cyber-bullying, taking, posting and or sharing of pictures or videos without permission is not tolerated. Any cyber-bullying incident that occurs outside of the school or on the weekends can and will be addressed if it has any impact inside the school.

10. ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

CLJH teachers will support student learning with alternative assignments, homework room at lunch time, or doing rewrites when and if a student requires it. However, any intent to cheat, such as inappropriate use of AI, surfing the web for answers during an exam, coming to an exam with prewritten information, essays or papers, or sharing exam answers to a classmate will result in parents being notified by teachers to discuss alternative assessments and discuss consequences. Any further dishonesty will result in a mark of zero on the report card for that assignment.

11. EXTRA CURRICULAR, ATHLETICS & SCHOOL TRIP PARTICIPATION

General Expectations for Extracurricular Activities

Students are expected to behave in a mature manner and accept the responsibilities of being a team member. Students participating in any school field trip must meet the following criteria:

1. Must maintain an acceptable standard within his or her academic programs.
2. Will exemplify positive behaviour at all times. Those students whose behaviour is not acceptable may not be permitted to participate in extra-curricular activities, including sports, Student Council activities, school field trips, and other after-school programs.

3. Treat staff, coaches, teammates, chaperones, bus drivers, and opponents with respect
4. Abide by the expectations set by the coaches, chaperones and supervisors.
5. Regular, punctual attendance at school is mandatory.
6. Students are responsible to get homework and missed assignments when traveling.

All staff will have input into students participating in school trips. Students who have not met the acceptable standard of behaviour will be excluded from field trips and team activities.

12. STUDENT DRESS AND APPEARANCE

We value all students and their ability to choose the clothes they wear. Clothing often becomes the defining way that students express themselves and regulate their identity. We want to continue to support the students. We expect students to maintain an appearance that is professional and supports student success in all program areas. When a student's appearance is inappropriate for a professional learning environment (example: alcohol or drug advertising, profanity etc.), that student will be reminded by a staff member and asked to change. During PE class, IA class or Home Ec classes, students are to remove any hats for safety reasons.

All lost and found clothing will be displayed in the PIT and donated to local charity regularly.

13. CLEANLINESS OF THE SCHOOL

It is expected that students will cooperate in maintaining a high standard of cleanliness in the school and on the school grounds.

E. HOME COMMUNICATION

1. ACCIDENTS

In the case of a serious accident, the school will attempt to contact parents/guardians. In the interim, we will provide first aid treatment if required. If the school cannot reach parents/guardians, we may arrange transportation to the Cold Lake Hospital. Only parents/guardians are allowed to authorize medical treatment; therefore, **it is very important that we have a current phone number as well as an emergency contact.**

2. ADMINISTRATION OF MEDICATION

If a student requires medication to be administered at school, a parent or guardian must complete a "Consent to Administer Medication" form. Medication is kept in a locked cabinet in the office. The teacher should be notified when cold or other over the counter medication is sent to school.

3. SCHOOL NEWSLETTER

A CLJH newsletter will be available on school website <https://www.coldlakejuniorhigh.ca/>
The newsletter will keep parents informed of activities and events which take place in the school.

4. SCHOOL WEBSITE, SCHOOL FACEBOOK PAGE

CLJH has an active website <https://www.coldlakejuniorhigh.ca/>, Facebook and Instagram pages for school information.



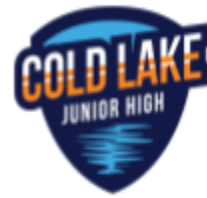
Cold Lake Junior High School

5533-48 Avenue, Cold Lake, AB T9M 1V7

Phone (780) 594-5623 Cell Phone (780) 201-1057

Principal Chan Cusson

Assistant Principals Nicole Coben and Colleen Yoshida



5. SCHOOL COUNCIL and PARENT FUNDRAISING GROUP (PAC)

School Council is an advisory association that can provide input from the parents and the community perspective to the school administration. CLJH staff would like to encourage parents to become involved in the CLJH School Council. The September meeting is always the organizational meeting for the school year. We are looking for dedicated, interested parents who wish to be involved.

PAC is fundraising group who meet directly after the School Council Meeting. Previous PAC fundraising projects have included classroom teacher projects, playgrounds, field trips, and many more.

6. VOLUNTEER PROGRAM


Through the years, our school has benefited from parent and community volunteers who have generously given their time to help in various aspects of the school. Volunteers help create a vibrant and positive learning environment. Volunteers may be required to have a current year criminal record check and vulnerable sector check on file if they will be involved in overnight activities or supervising students alone. If you are interested in becoming a volunteer at the school, please contact the school or the teachers.

F. POSITIVE BEHAVIOR SUPPORT PROGRAM

One of the tools we use is a PBIS (Positive Behavior Intervention Support) program to improve quality of life in school. Students are positively recognized daily for all areas of the school life.

COBRAS:

- C** - Commitment
- O** - Open minded
- B** - Be Kind
- R** - Respect
- A** - Accountability
- S** - Safe and Caring



COBRA PRIDE

Keep it R-E-A-L

Student Name: _____ **Grade:** ____

Staff Name: _____

Respect	<input type="checkbox"/>	Reason
Empathy	<input type="checkbox"/>	
Accountability	<input type="checkbox"/>	
Leadership	<input type="checkbox"/>	

MULTI TIERED SUPPORT SYSTEM (MTSS)

Cold Lake Junior High believes in supporting students at all levels. In all areas of our school, we use a multi-tiered approach to support students in academics, social-emotional learning, and in positive behavior support.

	Academic Supports	Social and Emotional Supports	Behavioural Supports
Tier 1 Classroom Level Supports	<ul style="list-style-type: none"> • Differentiation • Integration of First Nations, Metis and Inuit (FNMI) perspectives • Teacher classroom instructions • In-class accommodations • Benchmarking assessments • Focus on Executive Functioning Skills • Parent Involvement 	<ul style="list-style-type: none"> • Classroom teacher connections and relationships • Universal programs and lessons incorporated into health classes • Wellness Room 	<ul style="list-style-type: none"> • Clear classroom routines and procedures • School-wide student behaviour expectations • Focus on teaching problem-solving to students • Creating positive learning environments • BE REAL positive behavior tickets with weekly and monthly recognition draws • Extracurricular Activities to enrich student life • Leadership opportunities • Lunch hour clubs and activities
Tier 2 School Level Supports	<ul style="list-style-type: none"> • WIAT (Wechsler Individual Achievement Test) assessment • IPP development • Modification of academic work • Literacy and/or numeracy interventions • Collaborative Response - team based approaches to achievement 	<ul style="list-style-type: none"> • Student Advocacy Counsellor and Wellness EA • Targeted student counselling groups • Student Support Team (SST) meetings • Zen Den, 	<ul style="list-style-type: none"> • Lunch time Reflection room • Behaviour tracking • Behaviour support plan
Tier 3 Community Level Supports	<ul style="list-style-type: none"> • Educational Psychology and other specialized assessments • Wrap-around meetings involving parents, administration and students 	<ul style="list-style-type: none"> • Wrap-around meetings involving parents, administration, students, and outside agencies as applicable (Pathways of Hope, CASA Classroom) 	<ul style="list-style-type: none"> • Behaviour Contracts and Modified Schedules