

## Parent and Student Handbook

### WELCOME TO COLD LAKE JUNIOR HIGH: HOME OF THE COBRAS

Not all questions can be answered in this handbook, so please do not hesitate to call the school from 8am - 4:00 pm at 780-594-5623 or email at [cljh.info@nlsd.ab.ca](mailto:cljh.info@nlsd.ab.ca).  
School cell phone is 780-201-1057.

School Website: [www.coldlakejuniorhigh.ca](http://www.coldlakejuniorhigh.ca)

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

Block 1	8:29	9:19	50 Minutes
(Including 10 minutes for announcements)			
Block 2	9:19	10:00	41 minutes
Nutrition Break	10:00	10:10	10 minutes
Block 3	10:10	10:51	41 minutes
Block 4	10:51	11:32	41 minutes
Lunch Break	11:32	12:32	60 minutes
Block 5	12:32	1:12	40 minutes
Block 6	1:12	1:52	40 minutes
Movement Break	1:52	2:02	10 minutes
Block 7	2:02	2:42	40 minutes
Block 8	2:42	3:22	40 minutes

### A. DAILY ROUTINE

Main doors open at 8:00 am. Upon arrival, students may enter the school from the gym entrance and go to the gym or to the Cobra PIT.

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 in 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 the numbers above if your child's attendance is inaccurate.

All exterior doors to the school will be locked during the day; parents and visitors can enter at 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



### **NUTRITION PROGRAM:**

We have partnered with Breakfast Clubs of Canada and Apple Schools to provide nutritious snacks in the morning Nutrition Break for 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. Students who want to secure their belongings will need to bring their own locks. Locks can be combination locks or padlocks, whatever they are comfortable with. Students are reminded, however, that school lockers are public property, not their own private property, and are subject to search if necessary.

### **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](http://www.nlsd.ab.ca), check the NLSD bus app, or listen to the local radio stations. If students are able to safely travel to school, we encourage the students to attend classes.

### **TRANSPORTATION AND BUSSING**

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

### **B. FEES**

**School Cash Online** is a parent portal that offers a secure, 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 field trips, 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 (\$26.16 with transaction fee) yearly fee for all students council activities, special workshops and guest speakers, student incentives and prizes, etc

**CTF Fees:** All options may have user fees through school cash online for projects. This will cover consumables for woodworking, some major cooking supplies, laser engraver, silk screen, 3-D Printing, travel, 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, trophies, referee costs etc.

**Lost or Damaged School Property:** There are no textbook rental fees. Parents and students will be responsible to pay for any lost or damaged textbooks, library books, chromebooks, or vandalism of school property or equipment, including those due to horseplay, pushing and shoving.

## 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 Development Counselor team, 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 and classroom expectations. 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 are available in the parent portal. 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. 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.

#### **4. HOUSE TEAMS**

All students will belong to a House Team. House Team Advisors will meet with House Team Council Representatives to plan school spirit days and house team challenges.

#### **5. CHROMEBOOKS**

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

#### **6. LEARNING COMMONS**

Students can borrow books from the Learning Commons(library) 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.

## **ACADEMIC STANDING (AP 241)**

We, above all, are an educational institution and we firmly believe in student learning and student achievement. Along with the Alberta Education Act requirements for attendance, we expect all students to make every effort to complete all assignments within their grade level educational program including consideration and or their IPP plans.

Parents have access to student attendance and academic information via POWERSCHOOL. Parents can contact the school to get set up. Teachers will contact individual parents to ensure home support. After the second reporting period, school teams will consult with parents to make decisions about the PLACEMENT of the students for the next school year. Students may be RETAINED in their current grade, PLACED or PROMOTED to the next grade in the following school year. The decision will be made based on academic performance in conjunction with their attendance.

## **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 is 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 resolved 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. Parents and guardians are critical partners in helping us develop positive social behaviours. If infractions of the same nature continue, administration will become 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. Parent meetings may be scheduled to continue to build support for the student. Classrooms are meant to be a place of learning. Activities that disrupt the learning will be addressed.

## **1. ZERO TOLERANCE OFFENCES**

Offences for which CLJH has a policy of zero tolerance include: fighting, vandalism, possession and or use of drugs, alcohol, smokes, vapes, or weapons. The use of vapes, smoking, or marijuana use on

school grounds is illegal. Zero tolerance also includes verbal abuse or swearing at a staff member. All these offences can result in suspension up to 5 days with possibility of expulsion.

## Use of Inappropriate Language

There are two types of inappropriate language use:

- A student uses a derogatory term as an accident or in conversation with another student.  
Consequence: Staff members who witness the offence will remind students of our expectations and ask them to discontinue using this type of language. If behaviour continues parents will be contacted.
- A student uses a derogatory term directed at another student or staff member in an aggressive or offensive manner.  
Consequence: Staff members involved will report this to the office. The administration will deal with the situation and inform parents. Consequences may include suspension, loss of free time, apologies, additional support for the student.

These policies apply to any CLJH activities, on or off campus. Any activities outside of the school that affect the safe and caring environment of the students and staff will also be addressed in a similar manner.

## 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.

Teachers monitor and track attendance and tardiness. The teacher will contact the parent or legal guardian to determine the cause of the unexcused absences and create a plan to improve attendance.

## 3. OFF-CAMPUS

All grade 7-9 students have the privilege of an open campus at lunch time. With this privilege, students also have the responsibility to be positive citizens and representatives of CLJH in the public and to return to school on time. If you do not want your child to leave the school, please have that conversation with your child.

If a student is late:

- First offense: students 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.

#### **4. FOOD AND DRINKS**

Students have to bring their own snacks and lunch from home. We do not have a concession or hot lunch program. Occasionally, various clubs may run a fundraiser selling special lunches. This will be made available on SchoolCash for purchase. We encourage parents to drop off lunches before 11:30 am to give the children time to eat during the lunch hour. All food and outside drinks should be consumed during lunch hour only. During class time any food or drinks/slushies that are dropped off will be kept in the office until a break happens. Students are not allowed energy drinks or slushies in the classrooms; these will be confiscated by the staff.

#### **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 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**

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 and wireless earbuds are better left at home. 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.

CLJH is a cell phone free school. If a student is found using a cell phone or wireless ear-buds /earphones:

- First offence: Staff will give a verbal warning for students to put the personal devices away. Notify parents by email or phone, then document.
- Second offence: the personal device will be confiscated by the staff and brought to the office for the remainder of the day. Office will email parents and do log entry. Letting parents know next time is suspendable. Students can have it back at the end of the day.
- Third offence: phones will be confiscated and stay in the office; students will serve an in school suspension and or the Reflection Room for defiance of school rules.

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.

## **9. MISUSE OF TECHNOLOGY**

Technology use that hurts another person such as cyber-bullying, and the 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 extracurricular or sports trips 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 extracurricular activities, including sports, Student Council activities, school field trips, and other after-school programs or lunch hour clubs.
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 extracurricular 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, Shop, 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 a 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.

### 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 a fundraising group who meet directly after the School Council Meeting. Previous PAC fundraising projects have included classroom teacher projects, playgrounds, field trips, awards, 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.

