



Cold Lake Junior High School

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

Phone (780) 594-5623

Principal Chan Cusson

Assistant Principals Colleen Yoshida and Twila Moore



Parent and Student Handbook

WELCOME TO COLD LAKE JUNIOR HIGH: HOME OF THE COBRAS

We realize 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 SCHEDULE

Main doors open at 8:00 am. Upon arrival, students may enter the school and remain in the Cobra PIT. Some of the students have long bus rides, so students can ask supervisors to use the washrooms and freshen up. When the warning bell rings, all students can proceed to their lockers and get ready for their morning classes.

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.

Block Attendance is new this school year. This means that at every block, teachers will be taking attendance. 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.



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Lateness is a major disruption to classroom flow, and student learning and achievement. To decrease tardiness and to ensure student safety and well-being, we have a closed campus for our Grade 7s and 8s. Grade 7 & 8 students are not permitted to leave the school grounds during recess or lunch breaks. 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. (Please see the section D: Student Management and Student Conduct). Parents or guardians must pick up their child at the office to go off site during the day.

Students can bring lunch from home or order hot lunches through SchoolCash. The daily menu is available on our SchoolCash and is sent via email to all parents every month. There are no hot lunches on Mondays. There is also a concession booth daily with chocolate milk and snack foods at our school.

Outside food and drinks are allowed 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. We do provide free sandwiches for kids who forget to bring lunch.

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.

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 and route.

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:



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1. School Fees

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

Band Fee: no band fee except travels to festivals outside of the region

CTF Fees: All grade 7 to 9 CTF classes will have a \$100 fee for consumables such as food, cosmetology, sewing, shop material for woodworking, laser engraver, silk screen, 3-D Printing, outdoor education, travel in the Cold Lake Area, fees to the Energy Centre, JJ Parr, or provincial park, just to name a few. (Note: this amount is reduced to \$80 if paid before Sept 30th)

2. Sports Fees

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

3. Locker Use and Expectations

CLJH students can access the use of lockers free of charge by agreeing to use the locker assigned and assigned combination locks. Students should not share their combinations with anyone.

4. Textbooks

There are no textbook rental fees. Parents will be responsible to pay for any lost or damaged textbooks or school equipment.

C. SERVICES/PROGRAMS

1. STUDENT PROGRAM OF STUDIES AND INCLUSIVE EDUCATION

CLJH operates on a ten-month school year with Grade 7 to Grade 9. We offer a 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, including those with diverse learning needs. 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 administrator. 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 may post their course outlines on the CLJH website, on Google Classrooms, or simply email parents via SchoolMessenger. These documents include the assessment procedures and classroom expectations. A hard copy may also be requested. **Parent Portal** in



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POWERSCHOOL allows you to access your child's attendance and progress on your phone or electronic devices. 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.

Students who do not complete homework can fall behind in their class work.

At CLJH we believe:

- All assignments and/or exams we give to students have a purpose and are important.
- Students need to complete assignments in order to learn and be successful.
- With support, students can master challenging academic materials.

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. There is a second **Student Advocacy Counselor** for FNMI students to allow for more cultural connections.

We also employ a **Wellness EA** who works to provide universal programs in both classrooms and open groups that addresses student needs.

Community Helpers is a Suicide Prevention Program 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 to services and programs that can help them. This will be a lunch group that requires commitment for the entire year.

Career and Academic Counseling

Provide exploration opportunities for various professions and trade. Create a space to learn and research job opportunities and requirements. Help guide students in picking their high school cores and electives that will meet post secondary requirements for universities and trade schools. Coordinate with local stakeholders and businesses to arrange job shadowing opportunities. Develop vital life skills involved in employment, this includes completing resumes, cover letters, and job applications.

4. ATHLETICS

The teachers, support staff, and community volunteer countless hours 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.



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5. CHROMEBOOKS

Students may use chromebooks for class assignments as directed by the teachers. Parents and students are responsible for damages to the chromebook use. Students may and will lose access to a chromebook if it is used inappropriately.

6. LEARNING COMMONS

Students can borrow books from the 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 in various times of the school year. These showcase our student 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

Student Council offers a variety of fun activities in our school such as dances, supporting

D. STUDENT MANAGEMENT AND STUDENT CONDUCT

The School Act 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 behavior directed toward others in the school
- (f) comply with the rules of the school and the policies of the board.
- (g) cooperate with everyone authorized 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.



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STUDENT CONDUCT-DISCIPLINE PHILOSOPHY

We expect students to be accountable and responsible for their behavior 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 child to learn, to show caring, and to identify ways to correct the situation.

Each child is unique and special; we treat each child's mistake individually and try to identify the best way to help that child 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 citizen. 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 child 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 behavior, the classroom teacher may follow-up with a phone call to parents, students may have their recess taken away, teachers may notify the administrator in charge of discipline. Parents and guardians are critical partners in helping us develop positive social behaviors. 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 administrator 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 should be avoided.

1. ZERO TOLERANCE OFFENSES

Offenses for which CLJH has a policy of zero tolerance include: vandalism, possession and or use of drugs, alcohol, vapes, or weapons.

Drugs, alcohol and weapons in school will result in suspension up to 5 days with possibility of expulsion. Use of vape on school grounds is illegal.

For the use of derogatory words, racial slurs, or any terms that target individuals or groups of individuals on the basis of race, nationality, religion, gender or sexual orientation, staff will refer the student to the office and this will result in automatic suspension of up to 5 days.

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,



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family illness in the family, medical, dental, optometrist, or chiropractic appointments, funerals, court, weddings, or religious ceremonies.

Unacceptable Attendance Record

When dealing with student absenteeism, the teacher monitors/tracks attendance and tardiness. The teacher will contact the parent or legal guardian to determine the cause of the absences after 3 consecutive days. We may request a meeting with the student and parent or legal guardian, to discuss irregular attendance. Further action may be taken with consultation with the district representative and refer the matter to the Provincial Attendance Board.

3. GRADE 9 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 student is late:

- First late: student will be given a warning, teachers will reteach expectations, and the block 6 teacher will call home
- Second late: student will serve detention the next day and the block 6 teacher will call home
- Third late: student will be suspended for one day for disrespect and 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.

5. SKIPPING OR LATES

Cutting class/skipping school is defined as an unauthorized absence or prolonged absence from school or class. If this behavior is a chronic issue, parents will be contacted by the teachers and or administration to develop a plan of support and consequences.

6. DETENTION ROOM

The detention room is there for the teachers to use to support student conduct. Failure to show up or continuous defiance will be dealt with by teachers and or administration.

7. WASHROOM USE

We have over 500 students in our school. Students should take advantage of using the washrooms in the morning, recess, lunch hour or during class time with a HALL PASS. Washroom times are not an opportunity for students to meet their friends or avoid class work. Teachers will allow washroom use after the main part of the lessons are delivered. Any time two or more students are seen in the same washroom stalls, there will be a reminder of the rule and then an automatic one day suspension for defiance if the behavior continues.



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8. ELECTRONIC DEVICES

Electronic devices that enhance the student's ability to learn i.e. laptop computers and personal organizers are welcome in our school. Devices that are potentially disruptive to the learning process such as cell phones, are better left at home. We encourage parents to call the school office directly if they want to contact their child during the day, we will ensure your child gets the message in due time. We ask that parents refrain from texting their children during class time.

CELLPHONES ARE NOT PERMITTED DURING CLASS TIME. Students are welcome to use their cell phones at breaks. If a student uses their phone during class time, teachers will remind students to put their phones away. If cell phone use becomes an issue, parents may be contacted by the teachers or administrator to discuss consequences for defiance.

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 dealt with if it has any impact inside the school.

Taking photos and videos on school grounds is prohibited.

10. ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

CLJH teachers will always 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 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 can and 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 of excellence within his or her academic programs.
2. Will exemplify positive behaviour at all times. Those students whose behaviour is not acceptable will not be permitted to participate in extra-curricular activities, including sports, Student Council activities, school field trips, and other after-school programs.
3. **All staff will have input into all students participating in all school trips.** Students who have not met the acceptable standard of behaviour required of CLJH students or who have a record of being disrespectful or demonstrating unsafe behaviour and/or lack of academic commitment will be excluded from field trips. Administrators will have a final decision on the student participation.
4. Treat staff, coaches, teammates, chaperones, bus drivers, opponents and the students with respect
5. The use of alcohol and/or illegal drugs is strictly prohibited. Violations of this policy will result in



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suspension and immediate removal from the team and or field trip for an indefinite period of time.

6. Students will abide by the expectations set by the coaches, chaperones and supervisors.
7. Regular, punctual attendance at school is mandatory.
8. Students are responsible to get homework and missed assignments when traveling.

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 felt to be unprofessional (example: alcohol or drug advertising, profanity etc.), that student will be reminded by a staff member and asked to change.

Hats with appropriate logos are allowed in school and at the discretion of the classroom teachers. During PE class, IA class or Home Ec class, students may be asked to remove their hats for safety reasons, this will be at the discretion of the classroom teacher.

All lost and found clothing will be displayed in the PIT and donated to local charity at the end of each week.

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. Garbage bins are provided in all hallways and classrooms. Writing on the walls, lockers, or other school property is strictly prohibited and will be considered as vandalism. Students are expected to take their muddy/dirty shoes off when they enter the school and change into their indoor shoes. This will help keep the school cleaner.

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 the 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. The teacher should be notified when cold or 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/> and Facebook page 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.

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 on file.

If you are interested in becoming a volunteer at the school, contact the school or the teachers.

F. POSITIVE BEHAVIOR SUPPORT PROGRAM

One of the tools we use is a PBS (Positive Behavior Support) program to improve quality of life in school. Our teams are the COBRAS and all students from the 2022-23 school year, staff and parent council groups have helped to define what COBRAS stands for. 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

	<p>COBRA PRIDE Keep it R-E-A-L</p>
<p>Student Name: _____ Grade: _____</p>	
<p>Staff Name: _____</p>	
<p>Respect <input type="checkbox"/></p> <p>Empathy <input type="checkbox"/></p> <p>Accountability <input type="checkbox"/></p> <p>Leadership <input type="checkbox"/></p>	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 100%;"> <p style="text-align: center; margin: 0;">Reason</p> </div>



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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	Behavioral Supports
Tier 1 Classroom Level Supports	<ul style="list-style-type: none"> ● Curriculum Design ● Integration of First Nations, Metis and Inuit (FNMI) perspectives ● Teacher classroom instructions ● In-class accommodations ● Benchmarking assessments <ul style="list-style-type: none"> ○ Common Assessments 	<ul style="list-style-type: none"> ● Classroom teacher connections and relationships ● Universal programs and lessons (from wellness EA) incorporated into health classes 	<ul style="list-style-type: none"> ● Clear classroom routines and procedures ● School-wide student management system ● Focus on teaching students to solve problems ● Creating positive learning environments ● BE REAL positive behavior tickets with weekly and monthly recognition draws
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 ● Parent involvement 	<ul style="list-style-type: none"> ● Student Advocacy Counsellor and Wellness EA ● Targeted student counseling groups ● Student Support Team (SST) meetings ● Counselor meetings ● Calming Spaces (Zen Den, wellness room) 	<ul style="list-style-type: none"> ● Extracurricular Activities to enrich student life ● Leadership opportunities ● Lunch hour clubs and activities
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 	<ul style="list-style-type: none"> ● Behavior tracking ● Behavior support plan