

Cardston Junior High School
Student Handbook – 2022/2023



PO Box 130
430-5 Ave E
Cardston, Alberta T0K 0K0
(403)-653-4958
(403)-653-3653 (fax)

<https://cjhs.westwind.ab.ca/>

School Calendar 2022/2023

These events/dates may change –students, please listen to announcements and parents, please refer to the daily bulletin on the school website, cjhs.westwind.ab.ca and refer to school newsletters throughout the year for up-to-date information

August		January	
23-26	Staff PD Days	9	School Resumes
29	First Day Back for Students		
September		30	School PD Day
5	Labour Day		
	Pancake Breakfast	February	
8	Picture Day		Divisional Basketball Final
19	School Based PD Day	20-24	Family Day, Days in Lieu, Teacher Conv
30	National Day for Truth & Reconciliation No School		
October		March	
			Zone Basketball Tournament
	Cross Country Zones	10	PD Day
7	Non Instructional Day	17	Non-Instruction Day
10	Thanksgiving Day		
		April	
		7	Good Friday
		9	Easter
31	Halloween Activity	10-14	Spring Break
November		17	School Resumes
10	Wellness Day - No School		Badminton Divisional Tournament
11	Remembrance Day		Zone Badminton Tournament
14	Non-Instruction Day	May	
		17	GR 6 PAT ELA Part A
		19	School PD Day
		22	Victoria Day
December			School Track & Field Day
	Trimester 2 Begins (Hexmester 3 begins)		Divisional Track & Field Day
2	Division PD Day	June	
22	Last Day before Christmas Break		Zone Track & Field
			Grade 8 Triathlon
		15-20	PATs Gr 6 & 9
		21	Last Day Junior High Students
Other Important Dates			

CJHS STAFF 2020/2021

Principal: Mr. Jeremy Payne

Vice Principal: Mrs. Candace Atwood

Vice Principal: Miss Jennifer Scout

Secretary: Mrs. Linda Quinton

Secretary: Mrs. Jolene Strang

Library: Mrs. Jody Nish

Teachers:

Mrs. Candace Atwood (Math)

Mr. Jamie Atwood (Phys Ed)

Mrs. Char Berry (Phys Ed)

Mr. Tyler Bevans (Math/Hockey)

Mr. Kendall Hardy (Science/PE)

Mr. Mark Olsen (Science)

Mr. Clark Payne (Science)

Mrs. Kylee Salmon (Language Arts)

Miss Jennifer Scout (Social Studies, Art)

Mrs. Juliann Sommerfeldt (Language Arts)

Mr. Troy Stewart (Social Studies/Industrial Ed)

Mr. Barrett Swendsen (Music/Band)

Mrs. Carley Taylor (Math)

Mr. Kent Wynder (Social Studies/Pop & Rock)

Educational Assistants:

Mr. Jeff Anderson

Mrs. Denise Bascom

Mrs. Misty Hallock

Mrs. Wendy Merrill

Mrs. Luana Payne

Mrs. Susan Stewart

Family School Liaison Counsellors:

Mr. Jordan Ducharme

Mr. Moses Spear Chief

Caretakers:

Shane Haynes

Marlene Cahoon

Melanie Cahoon

A Warning Bell goes at 8:30 AM Everyday! (Please don't be late.)

CJHS Bell Schedule

Period	Monday – Thursday		Period	Friday	
	<i>Start</i>	<i>End</i>		<i>Start</i>	<i>End</i>
1	8:35	9:24	1	8:35	9:11
2	9:26	10:13	2	9:13	9:49
3	10:15	11:02	3	9:51	10:27
4 DEAR*	11:02	11:30	4	10:29	11:05
Lunch	11:30	12:01	5	11:07	11:43
5	12:06	12:53	6	11:45	12:20
6	12:55	1:42	Friday – Early Dismissal Last Pick Up for Buses		
7	1:44	2:31			
8 (Option class)	2:33	3:20	No Option class on Fridays		

**Drop Everything And Read– Is an opportunity for students to read something they have chosen, for fun, every single day. This period of time is meant to foster a love of reading and build lifelong reading skills. Most students will read independently in their Period 3 classroom, but some students may also read with a small group or a staff member.*

If your student is absent please call the school to verify their absence.

School Fees

Fees are due and payable by the end of September unless alternative arrangements for payment are made with the principal. Lost or damaged materials from the previous year may be added to the total fee before students will be registered. We have worked hard to keep fees as low as possible and the fees collected have very specific purposes within the school. Students can opt to purchase a yearbook that they will receive in September of the next school year. Some option classes have fees associated which need to be paid so students can participate in their option classes. Extra-curricular fees are not due until teams have been chosen. **If fees have not been paid (or alternative arrangements made) students will not be allowed to play on extra-curricular school teams.**

General School Fees - \$51.50

(Division Fee \$50, Insurance Fee: \$1.50, Student Union: \$10.00, Classroom Library/Supply \$5)

Yearbook Fee - \$30

This fee is optional - you only pay this if you would like a yearbook.

Option Class Fees

Band 6 (Brass)	\$15
Band 6 (Woodwind)	\$15
Band 7/8	\$25 + \$95 Instrument rental if you don't own your instrument
Baseball/Softball	\$5
Beading	\$5
Choir 6	\$15
Cosmetology	\$20
Cultural Foods	\$20
Disc Golf 7/8	\$10
Drama 6	\$15
Drama 7/8	\$45
Drawing & Painting	\$20
French 7/8	\$5
Gardening 7/8	\$10
General Art	\$20
General Music 7/8	\$15
Home Ec Cooking 6	\$20
Home Ec Foods 7/8	\$25
Hunter Education 7/8	\$25
Industrial Arts 6	\$25
Industrial Arts 7/8	\$30
Lifetime Sports 7/8	\$10
Outdoor Education 7/8	\$10
Pop & Rock 7/8	\$10
Science Exploration	\$20
Sculpting	\$20
Sewing 6	\$20
Sewing Level 2	\$15
Strategy Games 6	\$5
Ukulele 6	\$15

Extra-Curricular Fees - Covers travel, tournament entry fee, and uniform rental.

Grade 6 - In House League for Basketball and Volleyball - \$30

(covers the cost of a jersey and referees)

Uniform Deposit - \$50

Volleyball - \$100

Basketball - \$120

Badminton - \$10.00

Cross Country - \$10.00

Archery - TBA

*Fees can be paid in the office by debit, credit, cheque or cash or by e-transfer to
cjhsfees@westwind.ab.ca

WELCOME TO CARDSTON JUNIOR HIGH SCHOOL

The staff of Cardston Junior High School extend a warm welcome to each of you. Cardston Junior High School provides a transition between Elementary and High School years. To help with this transition CJHS employs the qualities and activities found in successful middle schools. We are sure this year will be enjoyable, one filled with many new learning experiences and the making of new friendships. Through active participation in school programs, you will make the most of your time at CJHS; academically, physically and socially. This handbook will help you better understand the operation, procedures, rules, and programs at Cardston Junior High School. If you have questions, comments or concerns please feel free to contact the school office at 403-653-4958.

Qualities and activities that are found in successful middle schools have been identified as follows:

- An environment where the child, not the program, is the most important and where the opportunity to succeed is ensured for all students.
 - A home base with a feeling of safety and security for students created by caring adults, and varied grouping based not only on cognitive but also on physical, social and emotional criteria.
 - Staff members who respect and understand the developmental considerations of this age group and possess tolerance, flexibility, energy, a sense of respect, and a strong knowledge in their subject areas.
 - Frequent opportunities for releasing energy.
 - A learning environment that is engaging and meets the individual needs of all students.
 - A thoughtful, gradual transition from a self-contained primary school learning environment to a more departmentalized high school approach.
 - Academic, athletic, arts and civic programs that balance the traditions of competition with important lessons in cooperation and personal growth.
- (National Middle School Association, 2011)

Mission Statement

The mission of Cardston Junior High is to support learners in their quest for personal growth.

Motto

“We Are One”

These traditional Blackfoot Values are universal and these traits will help us in our journey through life. We must first develop and build these strengths into our own character before we can teach and lift others. As part of our community, each of us comes with talents and gifts to share. Each of us has incredible potential to give and to receive. Each of us has a duty to learn and serve others. There is power in practicing these values in life. There will be more love, more understanding, more peace, more happiness, more opportunity, and more humility. Likewise, there will be less intolerance, less fear, less conflict, less sadness, and less pride in our lives. Each value will bring gifts to ourselves, our families and our communities as we strive to make them a natural part of our thoughts, our speech, and actions.

1. Kindness – Kimmapiipitsinniu
2. Respect for All – Innakotsiisinni
3. Spirituality – Aatsimmoiyhkanni
4. Helpful to Others – Isspomaanitapiisinni

5. Try hard & do your best – Iiyikakimaata
6. Be a real person – Niitisitapiisinni

Our hope in the coming months and years is that we will have a greater understanding of how these values will shift our character and shape our dreams. We would like to invite you to look for ways to reflect on these values, see their impact, and share their meaning in your life. As we do we will truly understand the power when We Are One.

Vision

Cardston Junior High is a place where students are provided support to reach their potential through opportunities and high standards. We know that hard work and personal investment in their own learning will help every student become actively engaged thinkers. Our students will be ethical citizens who understand the challenges of a global community. Additionally, students will explore and discover the world around them with an entrepreneurial spirit. We respect and honor diversity, and serve our students in a way that will develop this strength. Our goal is to develop a love of learning through active partnerships with parents, community members, teachers, and students. Our school environment will be safe, challenging, respectful, and supportive.

For the last few years CJHS has focused on numeracy and literacy skills. Our goal is for all students to be able to have the skills necessary to attend and be successful in High School. In order to support these areas all students have a repeat Math block, a DEAR (drop everything and read) block and a repeat LA block. The repeat Math block will group students into classrooms taught by one of the math teachers and they will focus on specific skills needed in various mathematical areas. The repeat LA block is attached to their regular LA class and allows LA teachers more time to cover their curriculum and longer blocks for writing and reading. DEAR is an uninterrupted 28 minutes where students are expected to read novels of their choice.

Another way we focus on improving literacy skills is through LLI reading groups (Leveled Literacy Intervention). Through assessments given by the LA teachers, students may be grouped into small groups that will meet together each day for one period to focus on reading and comprehension skills. This group will meet when students have Social or Science and students placed in these groups will have a goal set for improvement and will stay in the group until that goal is met.

If students are placed in an LLI group it is important they are at school every day and work hard in class to improve on literacy skills that will allow them to be more successful in all other subject areas. If you feel that an LLI group would be beneficial for your student please call the office (403-653-4958) prior to June 10th and share with the secretaries that you would like your child **considered** for one of the LLI groups or email candace.atwood@westwind.ab.ca. Please note there are limited spots available and teachers will use various collected data to create these groups.

Values

- We believe in individuals and strive to meet the educational needs of each student.
- We believe people need to have an expanded view of the world.
- We believe people need to be prepared for the future.
- We believe in the value of hard work.
- We believe in providing a healthy and safe environment.
- We believe that educators and parents must maintain high levels of expectation.

- We believe that individuals need opportunity to shine and showcase their story.
- We believe in developing caring citizens with a global perspective.
- We believe that education needs to have “real life” application.
- We believe all stakeholders play an important role in student learning. This includes teachers, support staff, parents, and community members.

SCHOOL PROCEDURE

Fair Notice

As a student in a public school, in the Province of Alberta, you are under the legal jurisdiction of the Alberta Government. Westwind School Division No. 74 (WWSD) supports the creation and maintenance of a **safe** and **caring** learning environment for all students and staff. WWSD and the staff at CJHS are committed to the prevention of acts of violence in our schools. It is our commitment to parents and students, that we will take reasonable steps, as defined in school procedure, to assess the risk of every threat made against students, staff and school property and implement appropriate interventions as deemed necessary. A threat is defined as “an expression of direct intent to do harm, or act out violently against oneself, someone else, or something – whether in spoken, written or symbolic form.” All students are expected to abide by Codes of Conduct established in the Alberta School Act (Section 12 listed below), Westwind School Division #74 and individual school procedures. Threats against WWSD students, staff or property will not be tolerated. All complaints/concerns in this regard will be acted on, with the appropriate police/legal services and/or professional organizations involved as necessary.

Student Conduct

All students are expected to reasonably comply with the following basic code of student conduct as it appears in section 12 of the School Act:

- Be diligent in pursuing their studies
- Attend school regularly and punctually
- Co-operate fully with all school board personnel (Each and every adult in the school!)
- Comply with all rules of the school and classroom
- Be accountable to his/her teachers and other school personnel for their conduct
- Respect the rights of others

Classroom Expectations

Every student has the right to be treated fairly and to work in an educational atmosphere conducive to effective learning. At the beginning of each school year, teachers will develop a list of reasonable classroom rules that define acceptable student behavioral expectations with which all students are expected to comply.

It is expected that ALL STUDENTS will obey the following basic rules and any others defined in their classes:

- Consideration, courtesy, and respect to others and their property.

- To walk in an orderly, quiet, and safe manner during all school related activities (our hallways are narrow and require extra consideration of others).
- We expect students not to use profane or inappropriate language, inappropriate gestures, or spread gossip.
- Absolutely no smoking on school property (including school grounds & parking lot).
- Students should not be involved in activities that will harm or potentially endanger others whether physically or emotionally. For example: bullying behavior (grounds for suspension).
- Students should treat all school property (walls, desks, lockers, floors, etc.) with care and respect.
- Respect for all school staff and readily comply with all reasonable directives and/or demands.
- Students will come to class prepared to work as directed by their teacher. They will also attend class faithfully and be punctual for all classes.
- Students will hand in all assignments on time, except under exceptional circumstances as arranged and/or approved by the teacher.

School Discipline Code

CJHS operates on the philosophy that all students have the right to learn and be treated with respect. We also maintain, that all teachers have the right and responsibility to teach. Any disruption to the teaching and/or learning process is subject to discipline. School is not a sanctuary outside the law. If behavior that occurs outside of school and even off school property, is determined to affect school climate; administration has the right to deal with it in a school context. Students must understand they are responsible for continuous good behavior and recognize that any behavior that disrupts, distracts or encroaches upon the rights of others, in the pursuit of their education, is unacceptable. CJHS staff has developed a “Pyramid of Intervention” program that will be explained to students early in the year and will be followed by staff.

Student Detentions

Detentions may be assigned by school administration or by individual classroom teachers; accordingly, students must serve these detentions or be subject to further discipline. These are to be served at the direction of the administrator/teacher at lunchtime. Period in school suspension or out of school suspension may be assigned.

Student Dress Code

Because our purpose is education, students are responsible for dressing in a way that promotes learning and does not distract from the learning of others. **Our standard of dress is business casual.** Cleanliness and good taste should be the basis of clothing decisions. Specifically, students are required to ensure that all clothing exhibits appropriate language and logos, and that the “basics” (including midriff and shoulders) are covered – underwear is not to be visible (bra straps, boxers, etc.) – for both genders. Shorts and skirts are to be longer than the middle of the thigh with no visible rips or tears.

Students not dressed appropriately will be given a chance to change into clothing of their own or a school provided t-shirt/shorts.

Students representing the school on a school team are expected to wear the approved school uniform provided by the school.

Major Disciplinary Matters

The following are considered major offenses for which students will be suspended and the RCMP may be informed:

1. Fighting/physical assault
2. Deliberate vandalism
3. Theft
4. Extortion
5. Possession of a firearm (or other weapon as defined in board policy #320), explosive or paraphernalia designed or used for the purpose of inflicting bodily harm/injury.
6. Harassment, uttering threats, or assault school staff or students (in person, in writing or via electronic networking – i.e. cell phone or Internet).
7. The use, possession of, selling or being under the influence of drugs or alcohol.

Attendance and Absence

Success in school requires regular daily attendance! When students miss school, they are missing key concepts being taught and more often than naught it cannot be caught up at home. The discussion in class is usually more important than the worksheet or assignment given for students to develop understanding.

Under Section 8 of the Alberta School Act, illness, family emergencies or obtaining medical attention **are the only justified** reasons for student absence from school. School administration and staff will keep accurate records of student's attendance and reasonable steps will be taken to ensure students are in school each day. Parental co-operation ensuring that students attend school is essential to our success, as a school.

CJHS has 5 attendance codes:

- **Unexcused Absence:** a student is out of class without a legitimate excuse.
- **Verified Absence:** a student is out of class and the parent or guardian is aware of the absence. Some excuses may not be acceptable, such as sleeping in, shopping, skipping one class to study for another, vacation with family, and will be treated as “verified” absences.
- **Excused Absence:** a student is out of class because of things such as illness, school-based activity, extraordinary family situation, funerals, religious ceremony, doctor and orthodontist's appointments, etc.
- **Late:** a student is late for class without a legitimate excuse.
- **Excused Late:** a student is late for class and the parent has excused them.

If at all possible these types of appointments should be made after school or on days when school is not in session.

All absences must be verified by a parent/guardian either by phone, note or in person. Students must check in and out at the office before leaving the school or returning to the school at any time or for any reason. Students are required to make up any schoolwork during their absence. Students are expected to make arrangements with teachers to complete any missed work. When a student has an **unexcused absence** from any one period **8** times a 1st attendance notice letter will go home, the 2nd attendance notice will go home after **10** times, and a 3rd attendance notice after **12** times.

Late

Students are expected to be on time to all of their classes. This is an important employability skill for all students in work and life. A two-minute break is scheduled between periods. This gives students sufficient

time to go to their locker, get a drink or use the washroom and arrive at their next class without being late. There may be consequences for lateness that becomes habitual.

Accidents or Illness

Students should report all accidents to their teacher and/or the school office immediately. Students who become ill during the school day are expected to report to the offices at once. If contact with the parents/guardian regarding the sickness cannot be made, students will be kept at the school or may be taken to the local hospital for assessment. School policy prohibits schools from administering medication to students unless special circumstances are mutually agreed upon with the parent/guardian. **Students are not permitted to leave the school without getting permission from the office and PROPERLY SIGNING OUT (with parental permission).**

Digital Citizenship

The following requirements apply to all CJHS students and all computer and technological facilities in the school. Students shall at all times demonstrate the highest level of respect for the school's computers and other hardware, software and networks, and shall use these resources only in ways that are appropriate and consistent with the educational goals and values of the school.

All students and parent(s)/guardian(s) must sign an Acceptable Use of Technology Agreement prior to use. The school network will be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and to ensure that users are accessing the system responsibly.

The following guidelines are provided to give you an awareness of your responsibilities. The use of this equipment is a privilege, not a right.

- Keep the following rules in mind and make your electronic journey a productive one.

- Do not cause or take part in any electronic vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or technological equipment.

- Do not give out personal information such as a password, or use another student's password.

- Do not violate copyright laws unless the owner of the files gives explicit authorization.

- Agree to random checks of the files and/or e-mail I have been using to determine whether these accounts are being used in an appropriate manner.

- Never use vulgar, abusive, or obscene language on the Internet or school network.

- Do not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I receive a message of this type. If I do, I will tell my teacher.

If a student violates these rules the use of these resources will be terminated.

No Personal Devices

To help decrease interruption to learning we strongly recommend "no personal devices at the school." If a student has a device they will be allowed to access the device before school starts, at lunch and after school. If a cell phone is being used during class time, 8:30am – 11:30am & 12pm -3:20pm, teachers will take the device to the office where it is logged. On a third offence administration will call home to let parents/guardians know the phone is in the office and a parent/guardian will need to pick it up. After 4 offenses students and parents will be asked to sign a contract agreeing that the device will be left at home for the remainder of the school year.

There is a phone available for student use in the main office and parents are able to leave messages for students, when necessary, by calling the main office.

Bussing

Rules regarding school bus behavior are division-wide. Students must treat the bus as an extension of the classroom, or the privilege of riding the bus may be taken from them. If a student is suspended from their bus, it is the parent's responsibility to provide transportation to school for them.

Shuttle Bus

The shuttle bus runs from the Elementary School to the Junior High each morning and back at the end of the day. Students that lives more than 2.4km from CJHS qualify to ride the shuttle bus and will have the opportunity to get a shuttle bus pass for free from the office during the first 3 weeks of school. Those students who live less than 2.4 km from the school are required by the Alberta Government to provide their own way to school. These students may come to the office during the first 3 weeks of the school to have their name placed on a waiting list and will then be offered a seat (if there are any left) on the shuttle bus on a first come/first paid basis (once your student is notified they are next in line for a seat they will have a couple of days to make the payment). The cost for these bus passes are \$60 for 1 student or \$120 for 2+ students in the same family.

Change of Address /Telephone /Custody

Periodically parents and/or students change their place of residence or phone number during the school year. We ask your cooperation (following the School Act) to **notify the school whenever changes occur** so that we can update our records. In some cases where special agreements or restrictions exist concerning child custody, we need to be informed of these in writing or legal document. Knowing about these special cases and situations would help us be more supportive of you and your student and would assist us in dealing with problems should they arise. It is the responsibility of the parent/guardian to ensure contact information is kept current.

Concession/Lunch

CJHS is now a closed campus school. Students who remain at school for lunch will eat in the gym. We ask your cooperation in keeping our school clean by placing your refuse in garbage containers and by not taking any food or drink into the hallways.

There is a small concession at our school on the mezzanine in the gym. We do not have a commercial kitchen or the staffing to prepare or cook food. We strongly recommend students bring a healthy lunch, however, we have items that can be consumed when needed. The concession offers hot dogs, chimichangas, burritos, microwave dinners, pizza pops, taquitos, chips, drinks, chocolate bars, gum, beef jerky and other items.

We do have a hot lunch program available. A KFC Popcorn Chicken Bowl will be available on Monday, Subway sandwiches will also be available on Tuesdays & Thursdays, and Sauce pizza on Wednesdays. These lunches will be available for \$5 and will include chips and a juice box. These lunches are sold on a first come first serve basis. Lunch tickets can be purchased in the office for \$5 or food can be purchased with cash at the concession.

The concession will become available on September 16 for the 2019/2020 year.

Breakfast Program

There is a small breakfast item available for students who need a snack in the Library from 8:15-8:30am.

The frequency of the program will be determined in September.

Counseling Services

A Family Liaison Counselor is scheduled to be at CJHS four (4) days each week but is also available on demand during crisis situations. The counselor is available to parents who have concerns regarding their children and for students who wish to discuss personal concerns. Students wishing to see the counselor during class time should make an appointment and have a pass from the office. As well, counselors work with the staff in monitoring students' emotional and academic progress. A counselor may initiate referrals to agencies outside the school and continue follow-up with these agencies.

Course Changes

Course changes will only be considered within 1 week of the first day of classes (for the year or semester). Elective courses (options) need to be carefully selected. Generally, students will be required to remain in the classes selected or assigned during registration. Changes in a student's program must be applied for in writing or in person at the start of the new school year or new trimester. Such changes will be considered only after the parent or guardian requests and explains the course change and the reasons why the change is being requested. Following receipt of requests, teachers and administrators will consider and rule on these requests. Programming changes after the first week of school are very disruptive to students and staff and will only be accommodated under special circumstances, as deemed appropriate by the principal.

Student Supplies

Students are expected to have the necessary supplies for each of their academic programs and/or classes. At the beginning of the school year/trimester each teacher will provide students with a list of the necessary basic supplies for their courses to help parents in their initial purchases.

Native Supplies

First Nations students will be provided with their basic supplies at the first of the year—course materials will continue to be provided through native funding however, some items previously covered will now be charged to the student/parent. Students should not expect replacement of supplies/materials that are lost or damaged through neglect or misuse. Parents are expected to pay/purchase gym clothes, replacement supplies and materials and to pay for the replacement of lost or damaged textbooks. Native students will be charged for some co-curricular activities at the same rate as non-native students.

Fire Drills

Fire drill procedures are posted in each classroom. When the fire alarms ring, all students are to leave the school immediately, in an orderly manner – walk quickly but not run to their assigned area outside the school. Classes are to remain together outside until roll is taken and permission is given to return into the school. There will be 3 fire drills each semester. Causing a false alarm is a criminal offense and will have serious consequences.

Lost and Found

CJHS does not assume responsibility for lost articles; however, we make every effort to return anything that does not belong to us. Items such as money, keys, books, jewelry, glasses, etc. should be turned into the office and larger items such as clothing be turned into lost and found areas adjacent to the office. Students should check these containers as well as contact the office for lost articles. Please put your name

on all items of personal property whenever possible. Students are asked to report all lost or **stolen** goods and monies immediately to the classroom teacher and then to an administrator, or the school secretary as is appropriate.

Bicycles: Students riding bicycles to school are to put them in the bike racks and use a sturdy high quality lock. The school cannot be held responsible for bicycles that have been damaged, lost or stolen.

Homework

Our school is a training ground for the development of responsible attitudes towards work. As such, it is expected that students will spend some time each day ensuring that class work is reviewed, assignments are completed and preparation for examinations and quizzes is done. Due to the amount of learning required, parents are requested to assist the school in this respect by providing time and the opportunity for their student to work and study each day, thus, giving their student a greater opportunity to achieve their potential. If a student is absent for one day or more they are expected to make every effort to complete missed assignments and tests as soon as possible upon their return.

Insurance

A commercial insurance plan is available for all students. The plan is optional but is highly recommended by the Board, especially for students participating in sports. All students are covered during school time and during school sponsored activities.

Intentional Non-Learner Cycle

Middle School at times requires strong adult supervision to build work habits that will set the foundation for a successful school experience. Our *intentional Non-Learner cycle* is designed to support students as much as possible to be successful. The three steps are as follows:

- It is our expectation that teachers communicate with students twice when assignments have not been handed in.
- Should the student still not produce the required work, the teacher will then contact the parent up to two times (phone or email) to inform the parent that the student has not handed in required work.
- Should this still not produce the work for the teacher, the student will then be referred to the office where the student will remain until the required work is complete to the best of his or her ability. Upon completion of the required work, the student may return to the class.

It is important to understand that students will still receive help if they are unable to do the work. The goal of this cycle is to make students realize that they often spend more time and energy in avoiding the work than it actually takes to get it done. We believe that this will build positive work habits for life after middle school.

Locks and Lockers

At the beginning of the school year a locker and combination lock will be assigned to each student. One locker per student, please do not share your locker or store your belongings in another locker. These secured lockers will be used to store books, supplies, personal items, and coats. Lockers should be kept tidy at all times. Students should not give their locker combinations to anyone else nor should they leave any money or valuables in lockers. The school cannot be held responsible for articles lost or missing from student lockers. **Please Note: The school administration reserves the right to enter lockers in instances where a breach of the law is suspected. All lockers remain the property of the school.**

Parent Volunteers

Parents are encouraged to become involved in our school. We often need parent volunteers for field trips, outdoor activities and extra-curricular programming. Please contact a member of the Administration if you wish to help.

Native Awareness Week

The purpose of our school Native Awareness Week is to provide our First Nations' students with an opportunity to share their culture and talents within the setting of the school. This event is organized by our First Nation's staff and parents—originally this event lasted for an entire week with events every day, however it has evolved to include a few features at lunchtime during the week and then culminating with an assembly “**Native Princess Pageant**” that lasts for just over one hour. The purpose of this assembly is to help our students develop a sense of pride and to recognize the unique culture and traditions of our First Nation's students. Each school in Westwind School Division, with a significant population of First Nations' students, has been directed/encouraged by the Board to promote First Nation's Culture with these types of events. The CJHS Native Princess represents our school throughout the year by attending select community functions (on and off reserve) and also at various powwows in locations throughout Canada and the United States. Without this pageant, our students would not have an opportunity for this recognition and participation – as it is part of North American Native Royalty Tradition. At the beginning of a powwow, during the grand entry, the Native American Royalty members (including our Native Princess) are the first dancers to come into the circle behind the flag barriers. At powwows and community functions, our Native Princess is also given the opportunity to introduce herself and identify whom she is representing.

We encourage all of our students to show respect for individual and cultural differences, whether they are part of the majority group or one of the minority groups that make up our school, to celebrate the rich diversity that contributes to our school culture.

National Anthem Observance

The Canadian National Anthem will be played over the intercom each morning. As a sign of respect, students and staff are expected to stand and either sing or remain quiet during the anthem. Occasionally, the native “Flag Song” will be played to recognize our First Nations' students.

School Property

We expect you to respect school property and treat it even better than if it were your own. Students who deliberately damage school property will be charged for such damages. Please note that parents are ultimately responsible for damage caused by their children.

Physical Education

All students are **required** to take Physical Education and Health. This program requires that students dress in “gym clothes” and **participate** in every scheduled class. Separate change rooms are provided for the boys' and girls' convenience. Students should not leave money or valuables in the change room (they have lockers and locks to secure valuables). The school will NOT be held responsible for articles lost or stolen from the change rooms.

Skateboards/Roller blades/Scooters/Heelies

Skateboards, roller blades, scooters and wheeled footwear are not to be used in/at the school or on school property. Do not bring them to school!

Substitute Teachers

Substitute teachers are important employees of our school! We expect all students to treat staff, substitute teachers and visitors with courtesy and respect. The responsibilities assigned to substitute teachers are equally important to each student's education. We ask that all students assist substitute teachers whenever possible so that the best use of class time is made.

Visitors

All visitors to the school are required to report at the office. Student visitors are not allowed during regular classes. Visiting students and/or friends of CJHS students are generally not allowed to attend the school during the school day.

Communication between School, Parents, and Students

Every Monday there is a weekly email sent for each grade level. This email includes upcoming school events, teachers can include notes to parents about tests, what homework students may have or what is being learning in class. Weekly vocabulary words assigned by the LA teachers are also included in the email.

We will communicate through school wide phone calls, emails, text messages, Cardston Junior High Facebook Page and Cardston Junior High website. It is important that you ensure you have current information on file so that we can stay in touch with you. A list of staff emails is available on the school website.

- School website –<https://cjhs.westwind.ab.ca/>
- PowerSchool Parent Portal: <http://ps.westwind.ab.ca/public>
- School Phone # 403-653-4958
- Cardston Junior High School Facebook Page

GENERAL SCHOOL PROGRAM

The following is a brief description of the programs offered at CJHS.

1. Core Subjects

The core subjects consist of Language Arts, Mathematics, Science, Social Studies, and Physical Education/Health.

2. Elective/Complementary Subjects (Options)

In addition to the core subjects, students are given the opportunity to develop their skills and interests through complementary courses. Generally, a student will take six of these courses each year. Under the umbrella of the complimentary subjects the Alberta Education Career and Technology Foudations (CTF). Program offers daily living skills to students responding to life's challenges. CJHS offers students opportunities in cultivating talents, interests, and abilities in offering instruction from the CTS modules. Components include instruction from the following: Construction Technologies, Design Studies, Fabrication Studies, (Industrial Ed.) Fashion Studies, and Foods, (Home Ec.). Additional complementary subjects offered are - Art, Band, Blackfoot, Business, Chinese, Drama, Drama Performance, Dynamic Fitness, French, Library Skills, Native Culture, Pop & Rock, Outdoor Education, Choir, Cultural Foods and Yearbook Production and many others. Grade 6 students will be

offered a variety of exploratory/option classes. These classes are specifically designed to introduce students to the variety of options that will be available to them at the High School Level.

Knowledge & Employability Programs

If students are unable to achieve adequately in their academic subjects, the school may recommend to parents that the child be tested for possible learning difficulties. After the student has been tested the administration and parents will meet to discuss the results. At this time, a course of action will be agreed upon that will enhance the student's ability to succeed. Written parental permission will be obtained before testing and any changes are made to student's educational program. This is a curriculum strand approved by Alberta Education that continues from grade 8 through grade 12.

3. Evaluation and Student Achievement

The evaluation of student achievement is an ongoing process conducted throughout the school year. Every effort will be made to insure fairness and justice to all students. In determining student grades teachers will take into consideration the student's classroom work, attitude and examination results. At the beginning of each school year teachers will decide the formula to be used in determining grades and will inform their students. Students should make certain they understand how their grades are calculated. Any grievance of marks should first be made to the subject teacher. If the objection cannot be resolved at this level the principal should be contacted for a resolution.

Major examinations are scheduled in Language Arts, Social Studies, Mathematics, and Science during the courses and the comprehensive exams in June. An exam schedule for finals will be published several weeks ahead of time. These exams are very important in evaluating students' progress. The only excusable reason for missing a final exam will be illness verified by a parent/doctor with a note and/or phone call to the school administration. Students will write exams when they are scheduled. Students leaving for holidays must inform the school two weeks prior to leaving. Students not informing the school may receive a grade of 0 for failing to write the exam. Students in Grade 7 and 8 may be excused from writing their final examinations based on teacher's discretion. Exemptions are calculated for each individual subject. A student whose average, for the four reporting periods, is 90% or higher, **may** be exempt from writing the final exam in that subject. Students will be notified on the last day of regular classes if they qualify. **NOTE: ALL Grade 6 students are required to write ALL Provincial Achievement Exams.**

Progress reports or report cards are designed to show parents and students how students are doing in their classes and indicate areas of strength or those requiring improvement. Progress reports will be issued three times per year with the final reports being mailed at the end of June. If any parent/guardian has any concern regarding their student's progress they should contact the teachers as soon as possible.

As per the WWSD calendar scheduled dates for interviews are held shortly after the issuing of the first and third progress reports, or by appointment at any other time in the year that parents or teachers feel the necessity. We encourage parents to take these opportunities to visit the school and discuss their child's progress. Parents/Guardians are encouraged to access student grades online through the Internet student information system – Power School (please contact the school office for your access codes).

4. Grade Promotion

Students should strive for more than a minimum mark of 50% in all courses in which they are enrolled. A grade of less than 50% indicates a lack of mastery of course content and therefore an inadequate background to understand material at the next grade level. Promotion therefore implies preparedness for the next grade level. After the issuing of the second progress report all parents/guardians of students who are candidates for retention will be notified. Since parents/guardians share in the responsibility for the education of their children, they must also share in the decision whether to retain their student at the present grade level or move the student to the next grade.

5. Field Trips

A field trip is any activity for which a teacher and his students leave the school grounds for educational purposes. Students going on field trips are expected to conduct themselves as if they were at school and be on their best behavior. Most field trips will take place during the regular school day and students will be back at school before bus time.

6. School Library

The CJHS Library is where students explore learning materials that support the Alberta Education Curriculum. Our collection of reference materials, magazines and literature is designed to meet the diverse needs of all our students as well as satisfy their individual curiosities about the world around them. We have an all-embracing variety of printed and electronic materials for student use.

We provide students with well-designed opportunities to practice researching skills that will be helpful throughout their lives. Library research skills along with recreational reading add to the growth and education of the students. It develops independent thinking, an ability to study competently. It also promotes desirable attitudes and skills in study, research and communication.

Students may come to the library at least once a week during their Language class. They may also come whenever they have a library pass from a teacher.

Students are responsible for the care and prompt return of any borrowed materials.

Students may keep borrowed items for one week. If it is necessary to have them longer, they may renew them.

Students are responsible for paying for all lost or damaged books.

All materials need to be returned at year end – failure to comply will result in students not being awarded their yearbooks, and may also result in missing out on specified extra-curricular activities.

7. Student Recognition

Student Recognition is an important part of the culture at CJHS. During this transitional phase, we will continue to focus on student recognition in a wide variety of ways and develop a system of recognition that reflects the new culture of our school.

THE CJHS SOCIAL PROGRAM

Student Council

Student council has the responsibility for organizing and running most of the students' social functions that occur during the school year. To ensure a successful year, it is important that we have an active and enthusiastic student council. This requires a great deal of time and effort of those who hold office. Student council members should be prepared to make the necessary time commitment.

The student council executive consists of a President (Grade 8 student), Vice-President, Native Rep, Secretary-Treasurer, Boys Sports rep, and Girls Sports Rep. The general student body will elect each of these positions in early September. Two Grade Reps will be elected from each grade. Members of the student council are required to attend all meetings, assist in the planning and executing all activities and to work cooperatively and closely with any staff advisor(s). Being a representative of students at CJHS is a privilege, not a right. Achievement grades should be maintained at an average of 70% or higher with no single grade below 50%. If a student council representative has been referred to the office for misbehavior or grades that drop below the standard, they may jeopardize their right to serve on student council.

Extra-Curricular Activities

CJHS has a variety of exceptional programs designed to meet the many interests and diversified talents of our students. These programs give everyone the opportunity to gain experience in a wide range of varying activities and provide an opportunity for worthwhile involvement during the noon hour and after school. Student's is expected to travel to the event and return home with the team, unless the supervising teacher, coach, and/or bus driver receives written or verbal parental permission (we prefer to be notified before the trip).

Athletics

The athletic program of the school provides an opportunity for grade 7&8 (see exceptions below) students to try out for school teams. The teams will then participate in division league games and tournaments as well as other school tournaments. Divisional tournaments for both boys and girls are organized in volleyball, basketball, badminton and track and field and qualifying students may participate in Zone play. If a team member has been referred to the office for misbehavior or below achievement standards, they may jeopardize their right to be on that team. Membership on all school teams is a privilege and we expect our student athletes to be ambassadors for our school.

Grade 6 students will have the opportunity to participate in an in-house league for basketball and volleyball. There will be no tryout. This league will be based on the numbers of students interested in participating. Parents may be asked to help with the coaching of this league.

Cross Country

All grades can participate in Cross Country Running. This sport begins in September and practices are after school (the time and frequency will be determined by the coach at the start of the season).

Volleyball

The volleyball league runs during September and October. There is a boys' team and a girls' team for both Grade 7 & 8. Tryouts will be held during the first week of school. These teams will be competitive and do not guarantee equal playing time. There will be a mandatory parent meeting after team selections have been made.

Basketball

The basketball league runs from November to March. The school also has boys and girls teams for both Grade 7 & 8 for basketball. Students will need to listen to announcements for dates and times of tryouts. These teams are also competitive and do not guarantee equal playing times. There will also be a mandatory parent meeting after team selections have been made for this sport.

Archery

Archery runs from the middle of October to May. Archery is open to all students to participate in the club and **local** tournaments. A **Provincial travel team** will be selected from the club based on scores, attendance and coachability.

Badminton

Badminton league begins in March and runs through April. Students will need to listen for tryout times. Teams will be registered based on age groups and not grades.

Track and Field

Track and Field is part of the PE curriculum. All students are expected to participate in a Track & Field day in May. Grade 7 & 8 students are grouped by age, not grade. If they qualify they can go to divisionals or zones.

Triathlon – Grade 8

All grade 8 students participate in a triathlon in June as part of their PE curriculum. They can participate in teams or as individuals.

Student Activity

You are encouraged to become actively involved in all activities offered by the school, whether as a participant or a spectator. This is your school and you will get as much out of your time with us as you put into it. If you have an idea for a fun activity, please share it with a member of student council and when it is approved; volunteer to help make it happen. Cardston Junior High School is a great school, with great teachers and students—there is nothing we cannot accomplish when we work together!

Have a great year!