

RJHS

School Handbook

2021/22



Raymond Junior High School

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Principal's Message

It is indeed a pleasure to welcome all students, on behalf of myself and the staff, to the Raymond Junior High School. It is our fervent hope that your expectations will be fulfilled. The staff are here to assist you in every way possible. Use their experience to your advantage.

Advice and guidance will be yours for the asking. This handbook contains some of the school regulations, please look it over. It is not intended to be an end in itself, but it certainly will pave the way for our year being a positive learning and growth experience. Welcome, and the best of luck to each of you.

a) RJHS Directory

School Phone	752-3348
Fax	752-3405
Westwinds School Division #74	1-800-655-4991
Website	https://rjhs.westwind.ab.ca
PowerSchool Server	http://ps.westwind.ab.ca/public

Teachers

Jared Heggie	Principal, Math
Tyler Runquist	Vice-Principal, Learning Support, S.S & Comp
Bryce Coppieters	Vice-Prin, Athletic Director, S.S., Outdoor Ed.
Kelsey Anderson	Lang. Arts, P.E.,
Robert Baker	Math, Ind. Arts
Derek Baldry	S. S., P. E.
Brad Davis	Math, Science, IA
Tyler Francis	Science, P.E. Spanish
Christie Graves	Home Ec, Art
Ryan Heseltine	Band, Art
Rob Hill	Science, P.E., Outdoor Ed.
Stacie Iwassa	Science, Math,
Jason Salmon	Science, Math
Neana Meeks	Lang. Arts, Drama, Art
Aleisha Van Hierden	Lang. Arts,

Support Staff

Shelley Powlesland	Secretary
Sally Roberts	Librarian
Leslie Snee	Educational Assistant
Kathy Kindt	Educational Assistant – Band
Kim Shakespeare	Educational Assistant
Sarah Lees	Educational Assistant
Megan James	Educational Assistant
Corenne Schneider	Educational Assistant
Jill Paxman	Educational Assistant
Stephanie Murray	Educational Assistant

Counselor

Darwin Skretting	Family School Liaison Counselor
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Custodians

Marty Emond	Head Custodian
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II School Program

(a) School Philosophy

It is the philosophy of the Raymond Junior High School that all students who attend this school will be afforded an equal opportunity to achieve a broad educational background with emphasis on fundamental academic skills. In addition, all programs will be designed for students to develop their academic, social, emotional, fine arts, and athletic potential.

(b) Junior High Core Program

The Junior High program consists of six basic subjects with every student enrolled in each of:

Language Arts and Literature
Mathematics Science
Social Studies
Physical Education Health

(c) Complementary Courses

Every student must take complementary courses each year of Junior High School. The complementary courses may change from year to year, yet may carry forth from year to year. Complementary courses may include:

Seminary Sports Performance
Spanish Industrial Arts Art
Computers Home Ec. French Drama
Band Multi Media Outdoor Ed

(d) Inclusive Education

It is the purpose of Raymond Junior High to accept and promote a sense of belonging for all students. To achieve this, the school will strive to embrace the diverse needs and learning differences for all students by providing equal opportunity for all learners to develop and strengthen their talents and skills within the regular classroom. If a

situation arises and a student requires academic and/or behavioral testing the following actions may take place.

Order of Entry:

- 1) Initial referral either from a teacher or parent.
- 2) Parental contact and written approval prior to a diagnostic assessment and psychological assessment.
- 3) A case conference including parents to review diagnostic assessment.
- 4) Individual program planning is developed by teachers.
- 5) Signed parental acceptance of the placement and the program goals and objectives.
- 6) Continuous follow-up (evaluation, revision, feedback to parents).
- 7) Students must have a desire to learn and be willing to work towards strengthening their academic skills and life skills. Although behavior problems can result from learning problems, they in themselves are not a basis for admission to the Special Education program.

(e) School Library Program

1. No food or drink is allowed in the library at any time.
2. Students must work in a quiet and orderly manner.
3. Students are allowed to check out books and library materials for two weeks, and they may be renewed almost indefinitely.
4. With the permission of both the Division and the Raymond Jr. & Sr. High Administrations, students with overdue books &/or materials must:
 - a) Be responsible for books or materials, and their condition, until they are returned.

- b) Pay for the books and materials that are lost or damaged.
- 5. Books taken from the library, without the proper check-out procedure, will be treated as theft and will be dealt with accordingly.

(f) **Physical Education Policy**

1. All students shall attend Physical Education classes with the proper gym strip:
 - a) running shoes, indoor shoes must be worn in the gym
 - b) socks
 - c) shorts
 - d) gym shirt
 - e) 1 clean towel
2. All students must have gym strip by the second week of September.
3. Failure to wear proper gym strip may result in modified participation which could impact a student's mark.
4. P.E. clothes and towels are to be kept clean.
5. Attendance in P.E. is mandatory for all students.
6. Students may be excused from P.E. activities by a note from the parent or guardian of the student for short periods of time (i.e. one or two days).
7. For a prolonged excuse from P.E. (three or more days), a doctor's certificate is required.
8. For health reasons, all students are encouraged to shower after each class.
9. Cell phones or devices capable of taking pictures are not allowed in the change rooms!

(g) **Instrumental Music (Band)**

Instrumental music (band) is offered as a complementary course for students in grades 7, 8, and 9. While it is possible for a student to commence band instruction at any time up to and including grade 9, it is much easier for

that student to begin his/her training in grade 7 and to participate year by year.

Purposes of the Program in the Junior High School

1. To introduce students to instrumental music or supplement what has been already learned in private study or in the elementary school.
2. To give the students a basic knowledge of music theory.
3. To present historical facts concerning composers, styles, etc. (music appreciation).
4. To give students an opportunity to participate in a tightly-disciplined structure - in a band class.
5. To teach students to follow a conductor.
6. To teach "team spirit," all must work together for the benefit of the group.

Cost of the Program

To the School: The school provides the band with all large band-owned instruments (tubas, baritones, drums, etc.), the music stands, much of the music, and general supplies such as paper, etc. We cover the cost of instrument repairs. We assess students using band-owned instruments a rental fee, payable to the office of \$100/rental. All band students pay a \$20 user resource fee.

To the Student: Each band student is charged with providing for him or herself an instrument, either through purchase or rental from a music store or through rental from the band. Students who play clarinet, oboe, or saxophone must provide their own reeds and brass players their own oil. Drummers provide their own sticks. These items can be purchased from the band director.

III Co/Extracurricular Programs

(a) Field Trips

Field trips are used in some of the subject areas to enhance the curriculum and give the students first hand opportunities to see and to become involved directly in areas of the curriculum being studied.

Our practice with regards to approved field trips is as follows:

1. Notification given to students prior to actual field trip.
2. Notification given to parents prior to field trip.
3. Supervision of students as stated in the Division's practices.

(b) Inter-school Athletics

The Raymond Junior High School involves itself in inter-school athletics for the accomplishment of the following objectives:

1. To bring a greater balance in education between academic, social, and physical pursuits.
2. To provide activities that will help bring about student involvement in playing, administering, and managing.
3. To provide activities that will help build school spirit and foster friendship and comradeship among the students participating and those who support the teams.
4. To provide the student who shows extra talent the opportunity to develop these skills through proper coaching and supervision.

Inter-school activities promoted by the Raymond Junior High School may include: volleyball, football, basketball, track & field, and badminton.

Rules for participation in activities:

1. We want all students to have an opportunity to try out for teams. Students must show an ability to follow conduct expected by the school to be given the opportunity to try out for the school teams.
2. Students who make the inter-school teams are required to maintain adequate marks in their academic areas. Marks are subject to review at any time by the administration and/or coaching staff and participation can be curtailed if marks are not satisfactory.
3. Proper student behavior is important and vital to continued involvement in inter-school activities. Membership on these teams is a privilege and student deportment and attitude is constantly being observed by administration and coaches.
4. Actual inter-school activities are held after regular school hours, but school time is used where additional time is required.
5. Students are required to be in attendance at school on days involving extracurricular sport activities, unless prior arrangements have been made with administration of the school. Examples would be for medical, dental or compassionate reasons. Participation in the regular P.E. class is expected.
6. As representatives of R.J.H.S., students are to attend inter-scholastic events following the motto "clean and neat."
7. All school fees must be paid prior to participation in extra-curricular events.
8. Those who ride a bus (to an activity) need to return on it unless their parent is there or they have a note

from a parent. No other students will be allowed to go with them.

9. There is a mandatory parents' meeting for all of our sports teams.

(c) **Student Awards**

At each reporting period, those with an average of 80% and above will be placed on the honor roll. Those with 88% and higher will be placed on the honor roll with distinction.

*NEW: Grades from core classes, including PE, will be used to calculate averages for the honor roll. Grades from option courses will not be used. PE grades will be weighted at 0.5 in this calculation.

Presentation of Awards

These will be held for grade 7 - 9 students at the end of June once PAT and course finals have concluded.

Academic Awards

Awards will be given in all subject areas to the top three students, at each grade level. The Westwind School Division will recognize the top academic student in each grade.

Athletic Awards

The top Gr. 9 male and female athletes will be recognized for their contribution to RJHS athletics.

Athlete of the Year Criteria

To be eligible for Athlete of the Year, each candidate must be in good standing regarding: marks, lates, attendance and conduct, as determined by the administration and staff.

(d) **Student Union**

The student executive of our school is typically comprised of a President, Vice-president, Sports Representative, Secretary/Treasurer, Band Rep, and

School Council Representative made up of grade nine students. This group is supported by a room representatives elected from each homeroom. The major task of the students' union is to formulate practice and initiate and conduct activities for the enjoyment of the student body.

Elections will begin the first week in September. Nomination forms for executive positions will be available from the office. During the second week, candidates and their campaign managers will put up campaign posters and pass out campaign buttons. These must be approved by the teacher representative. Elections will consist of a general assembly where each candidate will give a short election speech, not to exceed three minutes. Note: there are to be no skits, singing, rap, props and no impromptu groups of supporters, and especially no candy throwing. Following this assembly, students will return to their homeroom for balloting. In the event of a tie students will be balloted to break the tie. Duties of the executive are as follows:

- President: Initiate, plan, and conduct all meetings.
 - Vice-President: Social activities.
 - Secretary: Financial matters.
 - Sports Rep: Sporting activities
 - Band Rep: Band activities
 - School Council: Correlate activities. (to be appointed)
- Additional Coordinators and needed

Candidates for Students' Union must ensure that their marks, attendance and conduct are acceptable in order to run for office. Individuals involved in SU must also ensure that their marks attendance and conduct are acceptable

or they may have to forfeit their position. The student School Council representative and other additional positions on Student Council may be appointed as administration & the advisor chooses from students who have fully supported SU activities in the past, have demonstrated high levels of student deportment and maturity during their grade seven and eight years at RJHS, and who are deemed leaders among their peers, reflecting the values and culture of the RJHS.

Dances and/or other school activities will be held periodically during the year. All dances are closed to non-R.J.H.S. students. There may be a S.U. year-end activity. The School is not responsible for any after dance/activity student parties. Students who have had visits to the office, or other disciplinary problems, may be denied access to co-&/or extracurricular activities.

Participation at SU events requires students to be in good academic and behavioral standing at RJHS. Student/School fees must be paid, or arrangements made, prior to participation in SU events.

Fees are set at \$15.00/year and pay for such things as grade swims, bus gas, prizes for the various contests, dances and many other activities. This fee must be paid for students to be involved in student union sponsored activities. It should be noted that this money is not used for school teams or their associated costs. Home or Alternate School students may be asked to pay a portion of the Student Union fee if they are permitted to attend various functions/activities.

IV Operational Procedures

(a) **School Times:**

Morning Bells: Mon - Thurs

Warning Bell – 8:15

Class Start Time – 8:20

Afternoon Bells: Mon. – Thurs.

Lunch Start Time – 11:55

Warning Bell After Lunch – 12:45

Class Start Time – 12:50

End of School Day – 3:20

Schedule 2 : Friday

Warning Bell – 8:15

Class Start Time – 8:20

End of School Day - 12:02

(b) Please see:

<https://rjhs.westwind.ab.ca/> for a detailed bell schedule.

(c) **Classroom timetable:** These will be given out to each student by the homeroom teacher at the beginning of the school term.

(d) **Attendance:** It is the practice of the Westwind School Division No. 74 that regular student attendance is necessary for success in school. Therefore, it is expected that the students will be in attendance at school, except for legal absences. A legal absence shall be considered an absence as defined under Section 134 of the School Act.

(e) **Late Policy:** Students with excessive lates will be contacted by their classroom teachers to discuss the problem. If the concern cannot be addressed by the classroom teacher, students with excessive lates may be referred to an administrator at the office.

(f) **Absence approval:** When a student is absent from school a telephone call from home by the parent or guardian on or before the day of the absence is required or a note confirming a student's absence when the student returns to school. The telephone is on a "hotline" 24 hours a day for you to call to excuse an absence.

(g) **Truancy:** A student is truant when he/she is absent from school without the prior knowledge of either a parent/guardian or the school. For any truancy the student may receive: an in class suspension, a school suspension or detention. Further acts of truancy could result in the above &/or may even result in asking the Board for an expulsion.

(h) **Lunch guidelines:** There is sufficient time at noon to allow town students to return home for lunch. It is expected that wherever possible, town students will return home during the lunch break. Facilities (such as a micro-wave) are provided at the school for bus students and other students who must bring a lunch.

From 11:45-12:10 students will be asked to be in Rms. 168 and 167 to eat their lunches. Students are not to eat anywhere else in the school, (including the High School). Food purchased up town should be consumed there. Students will be asked to spend the remaining portion of the lunch break outside on days when the weather permits. Students need to dress for the weather accordingly.

Students remaining in the school during the lunch break are expected

to behave in accordance with proper behavior at RJHS. Students who cause problems for themselves or others in the school at lunch hour will be asked to make alternative plans to being at the school during the lunch break.

If a parent has a concern regarding the supervision of their child during the lunch break, they need to contact the principal to make arrangements that meet the needs of their child.

(i) **School Fees:** The textbook rental and school fees are set by the Division at the beginning of the school year, well in advance of the school opening date. The student union has a cost that is added to the school fee. School fees must be paid or arrangements made as quickly as possible, students with unpaid fees may not be able to participate in extracurricular activities.

(j) **School busing:** Parents living outside the town limits should contact their Division representative in charge of busing regarding all busing questions and problems. The school bus contractors and drivers shall attempt to ensure student safety and are directly responsible to the principal. The principal and bus contractors have the right to refuse any students, who are causing or have caused problems during busing, the right to ride the bus. The Division phone # is: 1 (800) 655-4991

(k) **Fire regulations:** The school runs a number of regulated fire drills during the school year. Each room has posted in it an escape route and the teachers are instructed on conducting a proper fire drill. This is one reason we require all students to wear some

type of footwear at all times. Students are to follow the directions of the teacher/supervisor, meet outside for roll call and then proceed to the football bleachers to await further directions.

(l) **School pictures**: Students are asked to participate in all pictures but have the option not to buy. Pictures taken are individual and the students may purchase them at a cost. See the RJHS website for details

(m) **Bikes, scooters etc**: Bikes, skateboards, rip sticks, longboards, rollerblades etc., can be used as a means of transportation but are not to be used in the school. It is the responsibility of the student to lock their bikes etc. up. The school is not responsible for items that go missing.

(n) **Dress code and appearance**

- must wear shoes
- may wear shorts **covering more thigh than is shown**
- no mesh, tank, or midriff T-shirts. Must have sleeves to avoid low cuts and undergarments showing
- avoid excessively tight clothes that are too revealing
- all underwear/undergarments are to be covered
- clothes must be free of revealing holes or rips
- avoid wearing long "trench-type" coats/jackets
- no hats or non-religious head coverings
- hoods are not to be worn in school
- no obscene, suggestive writing or pictures on clothing
- anything which staff or administration deems offensive, inappropriate or a distraction for our educational setting may not be worn/brought to school.

-if the dress code is not being followed the student may be sent home or asked to change into alternate clothing provided by the office

(o) **Classroom Discipline**: The teachers are individuals and classes are conducted each to their own style. Discipline problems are handled by the teachers, with serious problems being handled by the administration. Consequences will vary from teacher to teacher.

(p) **Damaged property**: If it is willful damage, the student is required to pay full replacement costs. If the damage is accidental, the matter will be handled with this in mind.

(q) **Telephone usage**: Students are allowed to use the student phone in the hall. We ask parents to leave a message with the secretary, but in cases of emergency, we will interrupt a class to have the student called to the phone. Students are not to use their cell phones during class time, if a parent/guardian needs to be contacted you can do this through the classroom teacher or the office.

(r) **Accidents**: Students are taken to professional medical help as quickly as possible. Parents are notified in all cases. An accident form is filled out for Division &/or office use.

(s) **Insurance**: It is up to individual families to purchase any additional insurance that that provided by WWSD

(t) **Intra-school parties**: These must be cleared through the office prior to making arrangements.

- (u) **School rental:** The rooms and gym can be rented through the office. Fees are to be paid at the school.
- (v) **Locker Padlocks:** Each student should obtain and use a lock of their own on their locker (spare keys may be left at the office). According to division policy administration retains the right to search a locker if deemed necessary.
- (w) **Lost/Damaged Textbooks:** Replacement cost will be approximately \$80.00 for a new book.
- (x) **Student Visitors:** It is our general policy to not allow student visitors during school hours. All visitors are to report to the office.
- (y) **Participation Guidelines for School activities:** for sports, student union sponsored events, extra/co-curricular events, etc. refer to part (b), Section III. In addition the following may apply: Fees must be paid, consideration is given to excessive absences, lates, poor classroom behaviour, and visits to the office for disciplinary/other reasons. Students are expected to be at school the day of (or the day before for some, such as Saturday events) events they hope to attend. Students are reminded that all extra/co-curricular, etc. events are a privilege and not a right nor expectation.
- (z) **Bullying:** All inappropriate conduct will be dealt with!

Fair Notice – High Risk Behaviors

Should any student engage in behaviors which threatens or appears to threaten the safety of self

or others, our Divisional Protocol for dealing with high-risk behaviors will be activated. High-risk behaviors include but are not limited to: possession of weapons, bomb threats, and threats to kill or injure self or others.

(aa) **Electronics:**

Students are not to use cell phones, (most electronics) during school time or in the school. Cell phones, MP3 player/iPods, iPads, etc. (all electronics) are to be put away, and turned off at the door, and then left locked in a locker. Should they be used in school (8:00 – 4:00) they are likely to be confiscated (including borrowed phones) and given back at the end of the day. Should they be confiscated a second time the item may be picked up by a parent at the end of that day. A third such occurrence would require the parent to pick the item up after a week. Subsequent occurrences would result in dramatically longer periods of time (possibly year end) before they are returned.

(ab) **Weapons, knives etc.:**

Any weapons, knives etc. brought to the school, real or otherwise, may be confiscated.

(ac) **Lockdown procedure:**

The school runs a number of regulated practice lockdown drills during the school year. Each room has a list of lockdown procedures posted in it, and the teachers are all well trained in following through with lockdown protocols. If a lockdown should occur, all doors will be locked, windows covered, and blinds closed. Cell phones will be collected and students will

gather to the safest location in the classroom. All lights will be turned off and students will remain silent until Administration and local authorities determine that the building is safe. In the event of a lockdown, parents can gain information from Central Office and are requested not to come to the school until advised to do so. If you have further questions about our lockdown protocols please contact the office.

V Student Evaluation

- (a) **Evaluation policy**: Each teacher hands out a course outline with evaluation procedures.
- (b) **Promotion**: Promotion certificates are sent electronically at the end of the school year. Certificates cannot be given or finals written early.
- (c) **Homework**: Homework for students may vary according to subjects and the study habits of the students. Teachers try to be reasonable on amounts of homework, but if excessive amounts occur continually, do not hesitate to contact the school. Teachers will send home information on how they will communicate homework with students and parents/guardians. Please contact teachers if you are unsure where to find where homework is posted for their class.
- (d) **Parent/Teacher interviews**: Will be held after the 1st and 3rd report cards. In many cases it is beneficial to bring your student with you. Student marks/attendance can be checked on PowerSchool.
- (e) **Examinations**: All subjects will have exams throughout the year. Unit exams may coincide with report cards. Final exams will be held in late June in all core subject areas and some option courses. subject areas. Grade nines will write provincial tests in all four of the core subjects. Results from these tests may be used in the appropriate course evaluation.
- (f) Honor Roll and Honor Roll With Distinction will be determined using core class marks only.
- (g) **Report cards and Progress Reports**: There are three reporting periods throughout the year with a final report in June. Exact reporting days are set by the School and will appear on the yearly calendar, Report Cards and Progress Reports are shared electronically on these dates.
- (h) **User Fees**: Will be billed through the RJHS office. Please refer to the option course selection information for amounts.
- (j) **Final Exams/PAT Tests**
All students will be expected to write the final exams. If there is a concern/conflict, please contact the office
- (k) **100% Attendance**
Students with 100% attendance for the year, without excessive lates, will receive recognition and a reward.
- (l) **Student Expectations**:
Students are expected:
1. To be on time for school and classes

2. To have the necessary classroom materials to participate effectively and to put forth an adequate effort in school activities.
3. To avoid truancy from school.
4. To show courteous and cooperative behavior at all times to all school personnel.
5. To avoid the use of profane or other improper language.
6. To exhibit conduct that does not adversely affect the learning opportunity of other students.
7. To avoid damaging any school property.
8. To avoid the use of alcoholic beverages or other narcotics or drugs at school or at school-sponsored functions.
9. To wear clothing that is not an embarrassment to themselves, others, or the school.
10. Avoid bringing electronics such as cell phones, iPods etc. to school. Electronics brought to school should be left turned off in their lockers.
11. Recognize confiscated items will generally be returned the last day of school. Items thought to be dangerous etc. may not be returned at all and in some cases may be disposed of.
12. Report to the office, or staff member, any information they may have regarding a threat to the school or students.

(m) **Board Policies:**

Westwind School Division #74 recognizes that from time to time it may be deemed necessary by the Principal of the School for school lockers to be searched by police service dogs to ensure that devices or materials contrary to school and board policies are not being stored in student lockers.

The Board is committed to creating and maintaining an environment in schools where students, staff, parents, and others feel safe.

Student/Teacher Expectations:

When there may be a problem or concern, teachers will:

1. talk with the student.
2. explain and discuss the situation
3. talk with the student with an administrator.
4. talk to a parent/guardian.
5. direct a letter home to the parent/guardian.
6. for continued or serious problems suspension from privileges, classes or school may occur.

In some cases steps may be omitted &/or combined. Teachers may document behavior/incidents they think noteworthy.

Note: The school and grounds have been declared tobacco free. As such chewing tobacco, smoking, or vaping, is not permitted.