

# RJHS

## School Handbook

### 2023/24



# 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                       | <a href="https://rjhs.westwind.ab.ca">https://rjhs.westwind.ab.ca</a>         |
| PowerSchool Server            | <a href="http://ps.westwind.ab.ca/public">http://ps.westwind.ab.ca/public</a> |

**Teachers**

|                  |   |
|------------------|---|
| Jared Heggie     | Principal, Math                                       |
| Tyler Runquist   | Vice-Prin., Learning Support Teacher, Social Studies, |
| Bryce Coppieters | Vice-Prin., Athletic Director, Social Studies         |
| Robert Baker     | Math, Ind. Arts,                                      |
| Derek Baldry     | Social Studies, P. E.                                 |
| Jimmy Ralph      | Social Studies, P.E.                                  |
| Brad Davis       | Math, Industrial Arts, Digital Design                 |
| Tyler Francis    | Science, Spanish, P.E.                                |
| Christie Graves  | Home Ec   |
| Ryan Heseltine   | Band, Art,  |
| Rob Hill         | Science, Outdoor Ed.                                  |
| Stacie Iwassa    | Science, Math   |
| Kelsey Anderson  | Lang Arts   |
| Neana Meeks      | Lang. Arts, Drama                                     |
| Claire Sala      | Lang. Arts, Drama, Art                                |
| Jason Salmon     | Math, Science, PE                                     |

**Support Staff**

|                    |                       |
|--------------------|-----------------------|
| Shelley Powlesland | Secretary             |
| Sally Roberts      | Librarian             |
| Correne Schneider  | Educational Assistant |
| Kristen Ruiz       | Educational Assistant |
| Leslie Snee        | Educational Assistant |
| Sarah Lees         | Educational Assistant |
| Susan Williams     | Educational Assistant |
| Jill Paxman        | Educational Assistant |
| Megan James        | Educational Assistant |
| Felisha Boeheme    | Educational Assistant |

**Counselor**

|                  |                                 |
|------------------|---------------------------------|
| Darwin Skretting | Family School Liaison Counselor |
|------------------|---------------------------------|

**Custodians**

|               |                |
|---------------|----------------|
| Leanne Froese | Head Custodian |
|---------------|----------------|

**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      Industrial Arts      Art  
Computers      Home Ec.              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 of all students by providing access to learning for all students to develop and strengthen their talents and skills within an appropriate learning atmosphere. 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 gum, 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
  - 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 appear prepared may affect the student's mark.
4. P.E. clothes and towels are to be taken home weekly to be washed.
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 to 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 band director, of \$100/year.

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.

**(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. All students are 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.
8. Students are encouraged to buy the insurance plan provided to school members.
9. 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.
10. There is usually 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.

Grades from core classes will be used to calculate a students overall average. PE and Health will be combined into one grade and used in the overall average. Option course grades will not be part of a students average for honor roll calculations.

**Presentation of Awards**

These will be held for grade 7 - 9 students on the last day of school in June..

**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 male and female track aggregates will be recognized in each grade.

The tope top male and female athlete in grade 9 will be recognized with an award.

**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.

1. The candidate will demonstrate outstanding achievement in one or more of the following extracurricular or intramural activities:
  - a) Volleyball
  - b) Football
  - c) Basketball
  - d) Track and Field
  - e) Cross-country
  - f) Other formally organized athletic events will also be considered
2. The candidate will be nominated by his or her coach on a list that ranks the top three choices for that sport:
 

|             |          |
|-------------|----------|
| 1st choice: | 5 points |
| 2nd choice: | 3 points |
| 3rd choice: | 1 point  |
3. Each candidate may also be ranked on a 1-5 points basis for attitude toward team-mates, coaching staff, and the sport in general. This estimate will come only from the nominating coach.

(d) **Student Union**

The student executive of our school is comprised of a President, Vice-president, Sports Representative, Secretary/Treasurer and School Council Representative which are all grade nine students. This group is supported by room representatives who are elected, one from each of the classrooms. Additional advisors may be appointed as needed. The major task of the students' union is to formulate, practice, 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 material. These must be approved by the teacher representative before distribution. Elections will consist of a general assembly where each candidate will give a short election speech, not to exceed three minutes. All aspects of the speech must be approved by the teacher representative. 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: Supporting Band
- School Council: Correlate activities.  
(to be appointed)
- Additional Coordinators may be appointed as 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. On June 21<sup>st</sup> 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 will follow guidelines similar to those for athletics. See: "Rules for participation in activities." Students who are supervised (or with special needs) at the school may be denied access to some events, or may require parental or other additional supervision.

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 - 8:13 a.m. to 11:48 a.m.  
Afternoon - 12:45 p.m. to 3:18 p.m.

(b) **Bell Schedules:** See the website for specific class times

- (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. After 10 absences grades may be adjusted.
- (e) **Late Policy:** After the third late (a student is to be in their class and seated at the bell), a student could receive detention or have marks deducted.
- (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 line operates 24 hours a day for you to call to excuse an absence by leaving a message.
- (g) **Truancy:** 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. A student is truant when he/she is absent from school without the prior knowledge of either a parent/guardian or the school.
- (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 to eat dinner. Facilities (such as a microwave) are provided at the school for bus students and other students who must bring a lunch. Students staying to each lunch at the school will be assigned to a specific room where they can eat their lunch. Following a 20min time period to eat their lunches, students will be sent outside for the remainder of the lunch break. Students are not to eat anywhere else in the school. (including the High School). Food purchased up town should be consumed there. Students will generally be allowed back into the school at the warning bell. Students remaining at 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 concerns 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 is set by the Division at the beginning of the school year and is made public, along with the school year calendar well in advance of the school opening date. The student union has a cost that is added to the school fee.
- (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. Pictures are scheduled for September 5<sup>th</sup>, retakes Oct 24<sup>th</sup>.

(m) **Skateboards:** Skateboards, ripsticks, longboards, rollerblades etc., can be used as a means of transportation but are not to be used in the school.

**(n) Dress code and appearance**

Students demonstrate integrity by dressing appropriately for school as they would for work in an informal service business. Clothing should be suitable for a school environment, and must not be decorated with images or lettering that would be offensive to students, staff or the public.

Clothing which covers the chest, back midriff, top part thighs and top of shoulders is considered appropriate. Shirt/top must touch pant/skirt at the hip or waistline, no skin showing between the top and bottom garment. Bottoms must cover a reasonable amount of thigh, if bottoms with holes are worn, the holes cannot reveal the top of the thigh, buttocks, or undergarments. All undergarments must be covered, including when bending down. Headwear, hats, caps, touques etc. are not to be worn inside the school, unless for religious reasons. Please contact the office so we can be aware of these situations.

In situations where clothing is inappropriate, students will be asked to alter their dress, or they may be sent home and their parents consulted. Please note, for health and safety concerns, students must wear shoes in the building at all times.

(o) **Detentions:** The teachers are individuals and classes are each conducted to their own style. Discipline problems are handled by the teachers, with serious problems being handled by the administration. Detentions and other 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 as fairly as possible.

(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.

(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:** The school supplies a student insurance program. Students involved in extra/co-curricular activities are encouraged to have it in place.

(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. The board is responsible for setting fees and for the maintenance of 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 \$80.00 for a new book and be pro-rated to a minimum of \$20.

(x) **Student Visitors:** It is not our general policy to have student visitors during school hours. All visitors are to report to the office.

(y) **Participation Guidelines:** 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, having been assigned detentions, 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 Behaviours**

Should any student engage in behaviours which threatens or appears to threaten the safety of self or others, our Divisional Protocol for dealing with high-risk behaviours will be activated. High-risk behaviours include but are not limited to: possession of weapons, bomb threats, and threats to kill or injure self or others.

(aa) **Electronics:**

The use of cell phones, and other electronics are not permitted anywhere in the school. Cell phones, MP3 player/iPods, iPads, etc. (all electronics) are to be put away, and turned off at the door. Should they be used in school (8:00 – 3:30) 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 with an appointment to discuss solutions with a school administrator. Subsequent occurrences would result in an individual plan/consequence being developed.

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

Any weapons, knives etc. brought to the school, real or otherwise, will be removed from the student's possession. The return of the item will be in consultation with a parent or guardian.

**V Student Evaluation**

(a) **Evaluation policy:** Each teacher hands out a course outline with evaluation procedures. Attendance and being late can influence student marks.

(b) **Promotion:** Students will receive promotion certificates on the last student day of the school year. Certificates cannot be given and final exams cannot be 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.

(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 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) <b>Grades:</b> | <u>%</u> | <u>Grade</u> |
|--------------------|----------|--------------|
|                    | 80 - 100 | A            |
|                    | 65 - 79  | B            |
|                    | 50 - 64  | C            |
|                    | 0 - 49   | F            |

(g) **Report cards:** 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 Card envelopes should be signed by parents and returned to the teachers.

(h) **User Fees:**  
Grades 7-9 Are available from the RJHS office.

(i,j) **Final Exams/PAT Tests**  
All students will be expected to write the final exams required of them. If there is a concern/conflict, please contact the office

(k) **100% Attendance**  
Students with 100% attendance for the year (with three or less lates) may receive a free trip to Calaway Park, or some other 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. Electronics such as cell phones, MP3/iPods etc. should not be brought to school. Electronics brought to school should be left turned off in their lockers.
11. 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. Students have a responsibility to report to the office, or staff member, any information they may have regarding a threat to the school or students.
13. For safety reasons students should not sit in the hallways, the library will generally be open.

(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 expectations set out in policies 312.0, 314.0, and 320.0 are being followed by the students of the School. 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 generally:

1. talk with the student.
  2. talk with the student with an administrator.
  3. talk to a parent/guardian.
  4. 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 smoke free, as such smoking is not permitted.