

Jasper Jr./Sr. High School

“Together We Build for Tomorrow”

Student Handbook

2020/2021

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“If you fail to plan . . . you plan to fail.”

“TOGETHER WE BUILD FOR TOMORROW”

WELCOME!

OUR VISION: Respect, Responsibility, Achievement

OUR MISSION: To provide the best possible education for all Jasper High School students.

OUR MANDATE: The Jasper High School is responsible to ensure that all students have the opportunity to acquire the knowledge, skills and attitudes needed to be self-reliant, responsible, caring and contributing members of society.

OUTCOME BASED EDUCATION:

Within the context of developing socially responsible citizens, we expect students to become:

- Effective communicators
- Effective thinkers
- Competent problem solvers
- Collaborative workers

SCHOOL HOURS

PUNCTUALITY IS IMPORTANT!

Students should be at school by 8:10 a.m. and 12:55 p.m.

Attendance:	8:15 - 8:18 a.m.
Period 1	8:18 - 9:14 a.m.
2	9:16 - 10:10 a.m.
Break	10:10 – 10:14 a.m.
3	10:15 - 11:09 a.m.
4	11:11 - 12:05 p.m.
Lunch	12:05 - 1:00 p.m.
Period 5	1:00 - 1:54 p.m.
6	1:56 - 2:50 p.m.
7	2:52 - 4:00 p.m.

****Due to the Covid Pandemic some items in this handbook are on hold or may be modified for part or all of the school year. Please see the school’s re-entry plan for modifications.**

SCHOOL ACTIVITIES

STUDENT COUNCIL

The Council is elected by the students and consists of a Junior High President, Senior High President and Secretary/Treasurer, in addition to any student who would like to participate through their home room. It initiates various programs throughout the year to enhance the student's social and cultural development within the school. It is also responsible for providing the student body a voice in what takes place within their learning environment, as well as promoting healthy fun and positive school spirit. For this task, the Council asks that the students pay a \$5 membership fee, which goes towards student led programs. All Council activities are open to grades 7 to 12, and they include dances, special presentations and fundraisers.

Meetings are held each week and any student can get involved by becoming a home room representative. A representative's job is to let the students know what the Council is doing and to convey any concerns that students may have. Our aim is to show all students that they should have a sense of pride in their school, as well as in their community.

The Council's main concern is keeping the students happy, and we cannot accomplish this without their support. Therefore, the need is stressed for their assistance in running these tasks.

CLUBS, ORGANIZATIONS AND TEAMS

It is hoped that all students will get involved in extra-curricular activities and that parents and community members will help with these activities. These may include:

a. Student Council

b. Intramurals

c. Social Activities

d. Clubs

Sustainability

Curling

e. School Teams

Volleyball

September to November

Badminton

April/May

Basketball

December to February

Track and Field

May/June

Rugby

May/June

f. Special Events

Welcome Back Activity Afternoon

Dress-up Days

Graduation

Christmas Activity Day

School Dances

Band Concerts

Year-end Recognition Awards

Random Acts of Kindness

Parents: Please join us and support our school teams, special events and social activities.

SCHOOL COLOURS/TEAM NAME

Our school colours are red, white and black and our team name is

COUGARS. Be sure to wear school colours and support Jasper Junior/Senior High School **COUGARS**.

SCHOOL MOTTO

“TOGETHER WE BUILD FOR TOMORROW” COUNSELLING SERVICES

The Principal, Mr. Crozier, will assist students with educational/academic counselling. Mr. Bouchard, our Guidance Counsellor, will help with academic and career counselling. Calendars and information about post-secondary institutions in Canada are also available online. Mental Health counselling is available through Aspen Regional Health. Our Community Outreach Service Worker, Anna DeClercq, is also available to assist students/families and liaises with community services on behalf of our school.

SPECIAL NEEDS STUDENTS

Students with special needs may receive extra assistance from teachers' aides. Teachers modify programs as required.

LUNCH HOUR

Students may go home or eat in our foyer for lunch.

MESSAGES FOR STUDENTS

Except in the case of emergencies, we are unable to take messages for students at school. Students should come to school prepared with the necessary supplies, and be informed of doctor and dental appointments.

FIELD TRIPS AND EXCHANGES

Students are not allowed to drive their own vehicles to any school related activity. Students and chaperones who see any unacceptable behaviour on field trips must report this immediately to the teacher(s) in charge of the trip. In order to offer field trips and ensure student safety, we need everyone's co-operation in complying with school rules. The school has zero tolerance to unacceptable behaviour including the use of drugs, alcohol, tobacco, theft and insubordination to adults in charge. Students who demonstrate unacceptable behaviour on field trips, may be sent home with a chaperone at their parent's expense.

STUDENT RESPONSIBILITIES

GENERAL POLICY

The Alberta School Act states:

“A student shall conduct himself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his studies.
- Attend school regularly and punctually.
- Co-operate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to his/her teachers for his/her conduct.
- Respect the rights of others.

JASPER JUNIOR/SENIOR HIGH SCHOOL RESPONSIBILITY CODE

The School Council believes the rights of the individual need to be balanced with responsible citizenship.

Responsible citizenship includes:

- Respecting the rights, feelings and property of others.
- Acceptance of all differences in race, age, gender, sexual orientation, religion and culture.
- Developing self-respect and positive self-esteem.
- Respecting rules and laws through awareness and involvement.
- Respecting the environment.
- Developing a good work ethic.
- Honesty and integrity.
- Developing a caring community spirit within the school.
- Accountability for our actions.
- The use of positive ways to solve conflicts.

CONSEQUENCES TO STUDENTS WHO FAIL TO FOLLOW THE CODE OF CONDUCT:

Students who fail to follow the Code of Conduct may, in consultation with teachers, parents and the administration, may lose certain school privileges; for example, extra-curricular and co-curricular activities. Students may also be required to serve in-school or out-of-school suspensions. Students absent from school on the day of a co-curricular or extra-curricular activity without good reason, will lose the privilege of participating in these activities.

GYPSPD THREAT ASSESSMENT PROGRAM

Grande Yellowhead Regional Division provides a safe and caring learning environment in all of the division's schools. Part of this commitment involves being prepared to handle emergency situations appropriately and efficiently. Together with our partners, the Royal Canadian Mounted Police, Alberta Child and Family Services Authority and Alberta Mental Health, we have developed a plan to respond to all situations in which students may be demonstrating behaviours that pose a threat to themselves or others. Any student, parent or staff member who becomes aware of a threat, or has reasonable grounds to believe that there is a potential risk to students, staff or divisional property, shall notify the school principal and/or their designate. Threats may be, but are not limited to, verbal, written, gestures or internet postings. The division requires that all threats or threatening behaviours be treated seriously: all threats or threatening behaviour will be assessed and appropriate interventions and disciplinary actions taken. The purpose of this administrative procedure is to determine how best to support students so that their behaviour does not become hurtful or destructive to themselves or others. This is intended to serve our students with fair notice that we, as a school community, will respond to all threats. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

SCHOOL EXPECTATIONS

To ensure that students have a successful year at the Jasper

Junior/Senior High School, the following responsibilities are expected:

STUDENTS' RESPONSIBILITIES:

- Come with a positive attitude.
- Attend regularly and punctually.
- Work to the best of his/her abilities.
- Complete and turn in assignments on time.
- Set and strive to achieve goals in co-operation with parents/guardians and teachers.
- Behave and interact in a manner that respects the rights, feelings and property of others.
- Solve problems using conflict management strategies.
- Deliver all correspondence to their parents (guardians).
- Come prepared with necessary tools and materials to class

TEACHERS' RESPONSIBILITIES:

- Provide a motivating, safe and positive learning environment.
- Attempt to meet the needs of all students.
- Use positive reinforcement.
- Discipline with dignity.
- Report to the parent in detail at least twice a semester.
- Report areas of concern to parents immediately.

TEACHERS' CODE OF CONDUCT

IN RELATION TO PUPILS

- The teacher teaches in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, physical characteristics, age, ancestry or place of origin.
- The teacher treats pupils with dignity and respect and is considerate of their circumstances.

PARENTS'/GUARDIANS' RESPONSIBILITIES:

- Provide environment, and support necessary to support learning.
- Look over student assignments on a regular basis.
- Ensure student attends school regularly and punctually.
- Attend parent-teacher student conferences and co-curricular meetings.
- Contact the student's teacher(s) as necessary.
- Support school activities.
- Report situations that may affect the student's performance.
- Use correct channels to raise concerns.
- Encourage students to deliver correspondence home.
- Read all correspondence, including the student handbook.
- Review student report cards with student four times a year.

THE SCHOOL SHOULD:

- Provide opportunities for students to participate in intramurals and extra-curricular activities utilizing teacher, parent, and community volunteers.

BEHAVIOUR EXPECTATIONS

Students are expected to be kind, courteous and respectful in the manner in which they interact with classmates, staff and visitors to the school.

RESPECT FOR PROPERTY

Students are expected to take responsibility for caring for their school building. Everyone is encouraged to clean up after themselves, recycle and be respectful of the school building and the property of others.

ORGANIZATION AND HOMEWORK

Students are expected to keep their notebooks, binders and lockers clean and well organized. They should use their student handbook to record homework, progress and special events. They are also expected to do homework, study and review on a nightly basis. It is recommended that a regular routine should be established where the student sits down in the same place at the same time, five nights out of seven. It is particularly important for parents to assist junior high students to develop a homework and study routine. It is the student's responsibility, when they are away from school for whatever reason (illness, appointments, suspension), to get their books and phone a friend to find out what work they are missing. All students should be reading at night in English or French for at least 20 minutes.

SPARES

Spares are not allowed until grade 11 unless there is a good reason. If a student has a spare, they are to work in the library, remain in the foyer, or leave the school. All students are expected to remember that classroom instruction is the most important activity at the Jasper Junior/Senior High School. Disturbance of instruction is to be avoided at all times.

ATTENDANCE

The Jasper High School values regular attendance and punctuality. Our school wants students to know we value regular attendance/punctuality and we celebrate socially responsible citizenship.

JUNIOR HIGH POLICY

1. Students under the age of sixteen are required by law to attend school regularly and punctually. (School Act, Chapter S-3.1)
2. **The primary responsibility for attendance and punctuality lies with the student and the student's parent(s).**
3. Research indicates that regular attendance enhances student performance.

PROCEDURES

1. If a student is absent from school for any reason, parents must contact the school on or before the day of absence.

2. Teachers will advise parents when attendance/punctuality is inappropriate as per our Character Education Program.
3. Parents taking their children out of school for more than three consecutive school days, should contact the school office well in advance. The student is expected to inform their teachers of this absence and complete the required absence form.
4. Students who are absent from school on the day of an extra-curricular or co-curricular activity without good reason, will not be allowed to participate in that activity.

SENIOR HIGH POLICY

1. Regular attendance at school makes a student eligible to receive credits in a course.
2. **The primary responsibility for attendance and punctuality lies with the student and the student's parent(s)**
3. Research indicates that regular attendance enhances student performance.

PROCEDURES

1. If a student is absent from school for any reason, parents, or students who live independently, must contact the school on or before the day of the absence.
2. Unconfirmed absences are considered inexcusable.
3. Teachers will advise parents when attendance/punctuality is inappropriate as per our Character Education Program.
4. Should a student's attendance fall below 85% for any reason, and the student is failing the course, the student may be recommended for expulsion from the course.
5. Parents taking their children out of school for more than three consecutive school days, should contact the school office well in advance. The student is expected to inform their teachers of this absence and complete the required absence form.
6. Students who are absent from school on the day of an extra-curricular or co-curricular activity without good reason, will not be allowed to participate in that activity.

DANCE RULES

The Jasper High School believes in the value of offering school dances, as research supports the benefit of social activities for youth. We request parents to assist in the supervision of dances by volunteering to chaperone. Parents are invited to drop in at any time of the dances.

1. Hours of dances are 7:00 to 10:00 p.m.
2. The doors will be open from 7:00 to 7:30 p.m. Students will not be admitted after that time unless prior permission has been given by an administrator.
3. All students must arrive at the school door with a parent or responsible guardian who can attest that the students accompanying them have not been consuming alcohol or narcotics before the dance.

4. Each student is allowed to invite one guest to a dance. Guests must be signed in at the library before 1:00 p.m. on the day of the dance.
5. Students who invite a guest to a dance will be responsible for the actions of their guest. If a guest misbehaves, the consequences to the guest and the student who invited them, will be the same. A student and his or her guest must enter the dance at the same time.
6. Coats, bags and backpacks must be placed on the stair seating in the foyer and all bags will be searched by a school administrator on entry to the dance.
7. Students who have been drinking alcohol or who bring alcohol to the dance will be evicted, suspended from school for five days and will have their parents contacted to come and take them home. If parents cannot be contacted, the R.C.M.P. will be called.
8. If the chaperones find empty liquor bottles or cans in the school after a dance, the next evening dance may be cancelled or moved to an afternoon dance.
9. If the chaperones detect drugs at the dance (i.e. see or smell drugs, or if anything is lit up on the dance floor or in the school), the lights will be turned on and the dance will stop and students will be sent home. No refunds will be given as the Student Council has a commitment to the DJ.
10. Students evicted from a dance for any reason will be suspended from school dances for one full year.
11. If there are problems with excessive drinking prior to school dances, when supervision is the parent's responsibility, the administration may cancel the next dance or move it to an afternoon dance.
12. Students are to remain in the school, or in the designated areas, during the dance. Those who leave the school or designated areas, unless accompanied by a chaperone, may not re-enter the dance.
13. Chaperones will receive written instructions prior to each dance.
14. All food and beverages are to be consumed in the hallway, not in the gym.
15. Students who are absent from school on the day of the dance, may not be allowed to attend the dance.

DRESS CODE

The school believes that the primary responsibility for a student's attire resides with their parents or guardians. Clothing that promotes alcohol, marijuana, or illegal substances is not allowed. Clothing that has obscene or questionable printing on it is not allowed. Clothing which covers the chest and buttocks is considered appropriate. Clothing that covers undergarments is also part of the dress code but waistbands or straps on undergarments may be visible. Teachers may ask students to remove hats or hoods in their classes, the office or the library. Sunglasses are not to be worn in classes unless outside.

DRESS REQUIREMENTS – GYM

When participating in physical activities in the gym on any occasion, students must wear approved gym attire (shirt, shorts, socks and runners).

GYM RULES

- No outdoor footwear. Court shoes only.
- No food, drink or gum.

GUM

Students and staff are requested not to chew gum in the building.

LOCKERS

Students are assigned a hall locker in September (and a gym locker in Physical Education) and they are responsible to ensure it is kept in good condition. Students must purchase two school locks from the library and must keep lockers locked at all times. Students will be expected to pay for any damage to lockers or for lockers not cleaned at year-end.

ELECTRONIC DEVICES AND CELL PHONES

Electronic devices/cell phones may not be used or taken out in class unless a teacher provides permission for research or academic usage. Students on spares or lunch hour may use them. iPods may only be used in class with a teacher's permission.

SMOKING

The Jasper Junior/Senior High School is a "smoke-free" space. No one is allowed to smoke or vape or use any tobacco product in the building or on school property.

DRUGS/INTOXICANTS

The use of drugs and intoxicants is prohibited. Any student guilty of drug or intoxicant offenses will be dealt with by the principal as per School Board Policy.

SKATEBOARD/ROLLERBLADES/BICYCLES/VEHICLES

Skateboards or rollerblades, if ridden to school, must be kept in the student's locker. Bicycles must be placed in the bicycle racks. Parking for students in the school parking lot is a privilege students must drive with care or parking rights will be removed.

PROPERTY DAMAGE

- Accidental breakage or property damage should be reported to the principal. Students may be charged.
- Willful damage to school property will be charged to the students responsible.

FROSHING

Froshing, hazing, or initiation practices are not tolerated at Jasper High School whether on or off school property. Such actions may lead to suspension or expulsion as outlined in policy.

SCHOOL USE

Students should not be in the school building after regular school hours unless supervised or with special permission. Students are **never** to be on the roof

of the school. Students who do not co-operate in this regard will be subject to disciplinary action as per the School Act and School Board and School Policy.

GENERAL INFORMATION

SCHOOL FEES

\$ 5 – per credit–Instructional Materials - Part-time Students

\$ 5 – Student Council Fees

\$16 – 2 School Locks (New students required to purchase)

An invoice for student fees will be sent home in the fall when students' timetables have been finalized. Cheques for student fees should be made payable to Jasper Junior/Senior High School.

The school may charge additional fees to offset program costs for specific activities. Option courses like Band, CTS shop or CTS foods may have additional fees. School Fees are reviewed with the parent council each year for input.

CARE OF TEXTBOOKS

The condition of texts will be noted. Students will be expected to pay for books lost or damaged during the course of the year prior to the final day of classes. Should a lost textbook be found over the summer, reimbursement for the text will be given up to September 10th provided receipts are submitted.

ACCIDENT INSURANCE

The Grande Yellowhead Public School Division has purchased student accident coverage for all students during school hours and school functions. Parents can purchase privately, on an optional basis, additional accident insurance to extend this to 24 hours a day.

HEALTH UNIT

The Jasper Health Unit provides a Comprehensive School Health Program. This program includes: immunization, communicable disease control, health promotion and education, resource material, vision and hearing tests and referral to other health agencies.

PARENT VOLUNTEER TRANSPORTATION BY AUTOMOBILE

Parents may be asked, on a volunteer basis, to transport students. When this occurs, it is necessary that a "Volunteer Release" form be filled out by the parent ahead of time and that the parents have a minimum personal liability coverage of \$1,000,000. The volunteer driver shall provide to the school a copy of their insurance policy or a letter from the company showing that they have insurance coverage in effect to the extent required by the Division. Volunteer drivers are required to get a Driver's Abstract which is renewable on a yearly basis. Please see the school to fill out the appropriate forms for a Driver's Abstract. The school will then forward these forms to the Motor Vehicle Office, to ensure we are charged the special school rate on Driver's Abstracts. If a volunteer gets a Driver's Abstract directly from the Motor Vehicle office, they will be charged a higher fee, which is non-refundable.

Students are never allowed to drive private vehicles to school sponsored activities.

PARENT VOLUNTEERS

If you are interested in working with students and/or assisting the staff with any of a wide variety of interesting jobs, perhaps you would enjoy being a volunteer at our school. The job and hours are up to you. We especially need chaperones for dances, and co-curricular/extra-curricular trips. Please call the school if you have time to share with us.

SCHOOL COUNCIL

The School Council provides an opportunity for parental input and advice regarding various school programs and procedures. The Council, composed of representatives from every grade, is organized in June and meets approximately once a month during the school year at 7pm. Meeting dates are on our online website calendar.

EVALUATION POLICIES

EVALUATION

Evaluation of student progress will be determined by the subject teacher on the basis of student performance as measured by a variety of methods of assessment including homework, class work, assignments, projects, quizzes and exams. Teacher assessment will be made known to students and parents by the use of report cards, student-led conferences and parent/teacher interviews. Students, in advance of instruction, shall receive a clear statement of course objectives, content and evaluation procedures.

MARK ASSIGNMENT GUIDELINES

In grades 7 to 9, a four-point scale will be used to indicate achievement levels. In grades 10 to 12, percentage marks are used to indicate achievement levels. Assigned marks represent the student's achievement in course work. Students are generally registered in courses commensurate with their ability. At the high school level, a mark below 50% means failure to receive credit and failure to qualify for the sequent course.

APPEAL PROCEDURES

In those grade 12 subjects where a departmental examination must be written, the final mark will be issued by the Alberta Department of Education. Appeal procedure involves having the examination paper remarked for a fee.

EXAM SCHEDULE AND REPORTING PERIODS

At the high school level, first semester examinations will be held in January. Second semester examinations will be held in June. For all students, report cards will be issued four times a year; in November, February, April and June.

PARENT/TEACHER INTERVIEWS

Parent / teacher interviews may be arranged by teachers or parents at any time during the year when it is considered necessary. Formal parent / teacher interviews follow each reporting period in terms 1-3.

SENIOR HIGH ACADEMIC RECOGNITION

Students, who achieve academic excellence and show outstanding effort, are recognized by placement on the Honour Roll or 70+ Club following the first three reporting periods.

HONOUR ROLL

This recognizes senior high students who consistently achieve excellence.

70+ CLUB

This recognizes senior high students who consistently achieve proficiency.

JUNIOR HIGH CELEBRATION OF LEARNING

In order to be recognized for Academic Excellence or Character Virtue excellence, students must meet the following criteria:

ACADEMIC ACHIEVEMENT JUNIOR HIGH

Students must attain a mode of 4 for their academic achievement, with no mark at a level one, or novice level.

CHARACTER VIRTUES JUNIOR HIGH

Students must attain a mode of level 'C' in the character virtues, with no marks at the 'I' or 'R' levels.

SCHOLARSHIPS AND AWARDS

Thanks to the generous support of many community organizations, clubs and businesses, as well as individual residents of Jasper, an extensive list of scholarships and awards has been developed to encourage and reward student achievement in a wide variety of areas and subjects in grade 12. High averages are calculated according to the eligibility criteria for the Alexander Rutherford Scholarship.

PROGRAM CHANGES

To add, change or drop a course (after the first week of school), you must come to the school office to arrange a time to meet with the principal. The subject teacher, parent(s) and the principal must sign a Drop/Add Slip before a student can drop or change a course.

TRANSCRIPTS OF MARKS

All students registering in post-secondary institutions or applying for scholarships, require an official transcript of their marks from Alberta Learning. Students can order their transcripts as well as view diploma exam results statements online at myPass.alberta.ca. The student will need their ASN (9 digit Alberta Student Number) to register online. It takes approximately 2 weeks to be approved so it is recommended that students register online in advance of requesting information.

JUNIOR HIGH COURSES

The junior high student program includes:

Language Arts

Social Studies

Mathematics

Science

Daily Physical Education

Health

ACADEMIC DISHONESTY

The school policy on academic dishonesty is described in detail on our website under school documents / student handbook.

FLEX Time

Once a week on Wednesdays, for one rotating period, the school will have FLEX time as part of each students' schedule. FLEX is a block in the schedule where students decide which academic subjects they need the most help in.

Student expectations during the FLEX block:

- Flex is a mandatory class
- Come prepared (bring supplies, relevant work, resources needed)
- Show responsibility for your learning (know your goal)
- Phones are only to be used for school work
- Get help in your learning, complete work, study, or read.

HIGH SCHOOL DIPLOMA REQUIREMENTS

Requirements: The requirements indicated in this chart are the **minimum** requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses.

100 CREDITS INCLUDING THE FOLLOWING:		
English 30 Level		English 30-1, 30-2 (Diploma Exam)
Social Studies 30 Level		Social Studies 30-1 or 30-2 (Diploma Exam)
Mathematics 20 Level		Not Specified
Science 20 Level		Not Specified
Physical Education	3	Physical Education 10
Career and Life Management	3	C.A.L.M. 20
A minimum of two Grade 12 level courses other than English and Social Studies	10	Not Specified
Any combination from CTS, Fine Arts, Phys. Ed. 20 and/or 30, or second languages, or locally developed courses	10	Not Specified

GRADUATION EXERCISES:

Students may participate in the graduation exercises of the current school year provided they are registered in a minimum of three courses through our school and have the potential to earn 100 credits and meet minimum diploma standards by the end of June of the year in which they wish to graduate. Students are encouraged to achieve well above **minimum** diploma standards. Students taking correspondence courses and planning to take part in our graduation exercises should have all modules completed and sent to Barrhead by April 15th. Students who have below 50% at the April report card in any course required for their diploma, **may** not be allowed to participate in the graduation exercises. The principal will compile a list of Jasper High School students eligible for participation in our graduation exercises by May 1st. To be eligible, a student must have paid all fees and school debts by April 15th.

SCHOOL TIMETABLE

Students should be at school by 8:10 a.m. and 12:55 p.m.

TIMES	Day 1	Day 2	Day 3	Day 4	
8:15 – 8:18	Attendance				
1 8:18-9:14					
2 9:16-10:10					
10:10-10:14	5 Minute Break				
3 10:15-11:09					
4 11:11-12:05					
12:05-1:00	Lunch				
5 1:00-1:54					
6 1:56-2:50					
7 2:52-4:00					