



## ***ÉCOLE LEDUC JUNIOR HIGH SCHOOL***

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## **SCHOOL HANDBOOK**

# WELCOME TO ÉCOLE LEDUC JUNIOR HIGH SCHOOL

## Inspiring Success For Every Student

On behalf of the learning team of École Leduc Junior High School, we welcome all students to our school for the new school year. We look forward to a memorable and positive learning experience for each student.

This handbook has been designed to provide you with important information about our school. We hope that students and parents/guardians will make themselves familiar with the contents of this handbook. Should you have further concerns or questions about our school, please do not hesitate to call our school, and we will do our best to deal with those concerns.

As students, you are expected to be courteous to all people with whom you have contact and follow our school motto **Panther Pride**

**P** Positive Attitude **P** Positivité

**R** Respect **R** Respect

**I** Integrity **I** Intégrité

**D** Dedication **D** Dévouement

**E** Effort **E** Effort

We are very pleased to offer a dual-track (English and French Immersion) program at our school. Our highly successful programs provide excellent learning choices for our students, parents and community.

Student behavior at school and school-related activities will be monitored to foster and ensure a positive learning environment. In extra-curricular activities, cooperation with those in charge is expected. Student involvement in extra-curricular activities can be an excellent learning and developmental experience.

You will find the staff of École Leduc Junior High School very understanding and willing to facilitate your (student) learning process and achievements. Please do not hesitate to seek assistance from them as you require it.

Education is a cooperative effort between students, parents, teachers and community. We must work together to make your time at school a positive learning experience. You will acquire skills, habits, and attitudes that will carry over to high school and beyond as you take your place as a productive citizen in our community.

## WELCOME / BIENVENUE FROM THE ADMINISTRATIVE TEAM

Welcome and bienvenue to École Leduc Junior High School. At ÉLJHS, we believe that our students are the most valuable resource in our building. Our goal is to ensure that all of the students have the opportunity to achieve in academics, sports, and socially. It is our responsibility to guide our students through junior high, support their learning, and most importantly, maintain a safe and caring environment where everyone feels valued. We look forward to you and your family joining our school community.

Mr. Chomlak  
Principal / Directeur

Mr. Baulkham  
Assistant Principal/Directeur Adjoint

Mrs. May  
Assistant Principal

Mrs. Severson  
Counsellor

Mrs. Carrobours  
Learning Support Teacher

# SCHOOL PROFILE

École Leduc Junior High School is a special place that is rich in tradition for those who have either attended or worked at the school. Within the community, thousands of residents can relate to having spent a good portion of their formal education within the classrooms of our junior high school over the past fifty years. Over the years, more than one hundred teachers have been part of our caring community of learning.

Our school's vision is focused on "building futures together – inspiring success for every student." Our learning team at École Leduc Junior High School is dedicated to providing a safe and caring educational environment nurturing excellence in learning and achievement for our students and community. We are committed to optimizing the potential in each of our learners and stimulating a quest for life-long learning and community service as responsible, physically active and contributing citizens.

In order to carry through with our vision, the school community at École Leduc Junior High School believes, together, we must:

- provide the highest standard of educational opportunities for students in our school.
- maintain a wide variety of co-curricular and extracurricular programs.
- uphold acceptable standards of conduct that reflect the expectations of the Alberta School Act, Black Gold Regional Schools' policies, school regulations, and the school community in order to ensure a school atmosphere conducive to learning.
- ensure responsibility for individual achievement is shared by the student, the home, and the school.
- strive to develop the skills necessary to determine right from wrong, to understand consequences, and to make appropriate choices.
- recognize excellence, contribution and community service.

École Leduc Junior High School offers an outstanding academic program, a high-quality daily physical education program, diversified extra-curricular activities, and a wide range of complementary courses to all three grade levels. École Leduc Junior High School is the only grade seven through grade nine school within the Black Gold School Division. Our qualified and dedicated staff looks forward to meeting the educational learning needs for each student in our school. Our comprehensive support staff includes library clerks, day and evening custodians, clerical support and educational assistants.

## MISSION STATEMENT

Our education team at École Leduc Junior High School is committed and responsible for providing high quality learning opportunities in alignment with Alberta Education and Black Gold Regional Schools, for every student that responds to their learning needs and enables them to reach their potential.

We are committed to working together as a team with all stakeholders to provide a stimulating, safe, and nurturing school environment conducive to learning and personal growth as engaged learners and ethical citizens with entrepreneurial spirit. Our school motto reflects the core values of our school:

Panther **PRIDE**

**P** Positive Attitude

**R** Respect

**I** Integrity

**D** Dedication

**E** Effort

## BELIEFS

The school community at École Leduc Junior High School believes together we must:

- provide the highest standard of educational opportunities for students in our school
- maintain a wide variety of extra-curricular programs
- uphold acceptable standards of conduct that reflect the expectations of the School Act , Black Gold Regional policies, school regulations, and the school community to ensure a school atmosphere conducive to learning
- ensure responsibility for individual achievement is shared by the student, the home, and the school
- strive to develop the skills necessary to determine right from wrong, to understand consequences, and to make appropriate choices
- recognize excellence and contribution



## SCHOOL ASSESSMENT PLAN

Please see <https://eljhs.blackgold.ca/about/school-assessment-plan/> for detailed information on our school's assessment plan.

## PARENT RESPONSIBILITIES IN SUPPORTING CHILD'S SUCCESS IN SCHOOL

### Alberta School Act Section 16.2 Parent Responsibilities

It is important that parents be aware of parent responsibilities outlined in the Act, section 16.2: A parent of a student has the responsibility

(a) to take an active role in the student's educational success, including assisting the student in complying with section 12, (b) to ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment, (c) to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student, (d) to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and (e) to engage in the student's school community.

School Act – Section 16.2 <http://www.qp.alberta.ca/documents/acts/s03.pdf>

## HOW CAN A PARENT INFLUENCE HIS/HER CHILD'S SUCCESS IN SCHOOL?

The evidence is now beyond dispute. When schools work together with families to support learning, children tend to succeed not just in school, but throughout life. In fact, the most accurate predictor of a student's achievement in school is not income or social status, but the extent to which that student's family is able to:

1. create a home environment that encourages learning;
2. express high (but not unrealistic) expectations for their children's achievement and future careers;
3. become involved in their children's education at school and in the community
4. Here are some ways you can support your child's learning.
  - a. Make sure your child gets the most out of the school day by helping him/her to arrive at school on time, healthy, and well rested.
  - b. Parental involvement needs to begin with communication between you and your child's teacher or administrator by visiting the school, phoning, or writing a note. c. Encourage your child to take part in school activities and to take pride in the school community, including the school building and grounds.
  - d. To reinforce self-esteem, encourage your child through listening and talking. Show interest and appreciation for his/her efforts. Ask specific questions like, "What did you do in science today?"
  - e. Get to know your child's friends.
  - f. Attend school events such as orientation nights, parent/teacher interviews, special events, and extra-curricular activities.
  - g. Help in the classroom, on field trips and on committees when volunteers are requested.
  - h. Read your school newsletter and school correspondence. i. Read to or with your child regularly from a wide variety of materials. j. Make sure school work is a priority, i.e. before chores or social activities. k. Encourage your child to talk to teachers if he/she does not understand an assignment.
  - l. Keep up-to-date on your child's progress between reporting periods. m. Be knowledgeable about what your child is learning by using this curriculum summary and other information provided by the school

# STUDENT CONDUCT EXPECTATIONS

All students at École Leduc Junior High School are expected to comply with the following, which is an excerpt from the School Act :

SECTION 12. A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for his/her conduct;
- (f) respect the rights of others.

The school has rules, procedures, and consequences to help students understand just how important we think these expectations are both in terms of success in school and success beyond school. We expect all of our students to respect the rights and property of others.

## ATTENDANCE POLICY

The Education Act is clear in stating that all students younger than the age of 16 shall attend school. Educational research clearly identifies regular attendance as a key component of student success and learning. Student attendance records are maintained daily throughout the school year and when student absences reach the identified levels below, the following actions will be taken:

Parents who have not informed the school in regards to their child's absence will be contacted via a program called "Power Announcer". This message will inform the parent that their child is absent and to contact the school.

### Guidelines

1. The school staff will contact parents/guardians regarding a particular student's attendance issue.
2. Students who are occasionally absent will be excused providing that a parent/guardian has phoned the school or written a letter excusing the student or has presented a doctor's note.
3. Any quiz or assessment/evaluation missed may be given at a later date, or may be deleted at the teacher's discretion.
4. Students will be expected to complete assignments missed when they are absent if



possible. Assignments that are to be handed in on a day when a student is excusably absent are due upon return to school or as arranged by the teacher in consultation with student/parent.

5. **When a student accumulates more than 10 absences a semester** (for example, September to the end of January) parents will receive an email notification from the school.
6. **When a student accumulates more than 15 absences a semester**, parents will receive a written notification from the principal.

Students who are truant from school may lose marks or credit on any assessment/evaluation given during the absence or on any assignment due during the absence. Students who are poor attenders, and who have demonstrated little effort to improve an unacceptable attendance history will be recommended for further disciplinary action. This may include in-school suspension for the purpose of catching up on missed coursework, being placed on school probation, being placed on an alternate learning program or an attendance board hearing.

### ***What is expected if my child is absent from school?***

Please call the school to verify any late or absent attendance. We also have an after-hours message machine where you can leave information about attendance. Attendance can only be verified by a parent or a legal guardian.

### ***How can my child get school work if he is absent?***

It is important for junior high students to understand that they are responsible for all work missed when away. As most teachers teach many students, it is the child's responsibility to speak to the teacher before they leave (in the case of a holiday) or when they return from an illness. Many teachers have classroom blogs and/or Google Classroom where students can access class information.

### **Attendance & missed school work**

It is the student's responsibility to make arrangements with the teacher to complete the missed work, tests, or assignments. Each teacher has different expectations. If a parent has not called the school to indicate that the student was absent, the student may be required to produce a note explaining the absence. Failure to do so may result in the student losing marks for the missed test. Penalties may be imposed for late assignments. Whenever a student is away from school, he or she is missing valuable class instruction and guided work time. However, due to illness and appointments we recognize that students might occasionally miss school. Parents and students are encouraged to check the teacher blog and the corresponding work on Moodle and/or Google Classroom. Students will be able to follow along with course work by making use of these programs.

## LATE POLICY

**Definition:** A student has an unexcused late if he/she is not in his/her scheduled class time and prepared for classes when the bell goes for the morning and afternoon registrations. Medical appointments are excused lates and will not be included in the following procedure. Frequent lates between classes will be dealt with on an individual basis.

### Procedures:

#### Unexcused Registration Tardiness

A student has an unexcused late if he/she is not in his/her homeroom period or period 5 after lunch; prepared for class when the bell goes. Medical appointments are excused lates and will not be included in the following procedure.

Students who arrive late to school will be given an admittance slip at the office to show the particular period teacher upon entering the class. Students will earn a full lunch detention with administration (in the office) upon receiving their 4th tardy/late per semester. A 6th unexcused late will result in a meeting with parents and a letter sent home. A plan of support will be created to improve tardiness. A phone call home will be made by admin to discuss the next step.

#### Unexcused Classroom Lates

Teachers are expected to clearly communicate their expectations for attendance to their class and their parents how lates are handled as part of classroom discipline. Frequent lates between classes will be dealt with on an individual basis by the teacher who will keep parents informed.

## HARASSMENT POLICY

Harassment is any verbal or non-verbal behaviour that in effect or intent disparages, humiliates, or harms another person. Each complaint will be investigated. Depending on the situation, a range of responses may occur from a written reprimand to recommendation for counseling, suspension, or expulsion. Students deserve a school environment that is safe, affirming, and respectful of all people.

“Bullying is when someone repeatedly says or does mean or hurtful things to another person who has a hard time defending himself or herself.” ~OBPP Teacher Guide, p. xii

The issue of harassment is taken seriously at École Leduc Junior High School. In order to maintain a safe and caring environment it is important to educate all students in our school

about prevention and reporting of harassment/bullying. Our program is based on five elements:

1. Building Connections
2. Active Supervision by School Staff
3. Staying Safe
4. Caring Enough to Take a Stand
5. Restorative Discipline Strategies

Through the education of these five elements, students become aware of the effects of harassment and/or bullying, how to handle bullying and who to access in the school for help.

**Please contact the administrators or counsellor if your child is having difficulty with peers.**

# QUESTIONS STUDENTS ASK ABOUT DISCIPLINE AT ÉCOLE LEDUC JUNIOR HIGH SCHOOL

## *What is likely to happen if I am sent to the office for inappropriate behaviour?*

What happens depends on the behaviour and how often there have been difficulties previously. Some incidents may require a staff member talking through an incident with a student(s) to see that what they did was inappropriate, a warning might be given, parents may be informed, there may be a suspension from class, or a student may be assigned an in-school or out-of-school suspension. Serious or repeated occasions of ignoring the rules can result in School or Division probation or expulsion.

The term “**in-school suspension**” refers to the isolation of a disruptive or uncooperative student from regular classes and activities for an extended period of time during the school day. The goals of this intervention are to: (a) remove the student from the classroom to reduce the disruptive behaviour, and (b) allow the student an opportunity (away from others) to “calm down” and think about his/her behaviour, that is, teach self-control.

The benefits to using in-school suspension include:

- Supports for behavior modification along with continued academic learning. - • Those students who don't want to behave and are being repeatedly disruptive are out of the classroom and not disturbing the teaching and learning of others.
- It is a very viable option to out-of-school suspension in that it does provide close monitoring of a student's behavior and progress.

When a student is on an in-school suspension he or she will be asked to voluntarily give their electronic device to admin/office staff.

## *Why are out-of-school suspensions assigned?*

Out-of-school suspensions are enacted after the student has repeatedly chosen to misbehave over a given period of time or has committed a major offence. When behaviours have escalated to the point that an out-of-school suspension is assigned, the out-of-school suspension is a measure that actively enlists the parent in changing the student's behaviour and prevents more disruption to the learning of others.

## *What is the policy on the use of e-cigarettes/vaping, cigarettes, cannabis or other drugs, or alcohol in the school?*

The school policy was created referencing BGRS Administrative Procedures 163 and 352 and states that students may not have tobacco products, cannabis or other drugs or alcohol, nor use, or be under the influence of, or in possession of alcohol, tobacco products, cannabis or

drugs while on school property, which includes the school buildings, grounds, and bus transfer area or any place involving a school field trip. Consequences for choosing not to abide by these policies will be an out-of-school suspension and may also include probation, expulsion, or police involvement.

### ***What is the school policy regarding fighting?***

The school policy for students involved in fighting is an out-of-school suspension. School probation or expulsion may be imposed as well. This policy may apply to students who promote fights.

## **STUDENT LIFE**

### **Good Neighbour Policy**

ÉLJHS participates in a “good neighbour policy.” Students who create problems with littering or traffic flow may be subject to disciplinary action. Students are asked not to loiter on private or public property at any time during the school day.

### **Lunch Room and Noon Hour Activities**

Students are welcome to stay at school over the lunch hour. Students are requested to make a decision if they are inside or out at the beginning of the lunch hour. However, there are times when students may find it necessary to stay at school if:

- (a) they are participating in a scheduled activity, or
- (b) the weather is extremely cold.

We ask students to:

- (a) eat in the designated lunch room area from 12:21 to 12:38, and
- (b) after the bell, proceed to the supervised activity and remain there until dismissed, OR leave the school until 1:08.

Supervised activities include; Games Room, Fitness Centre, Library, or Clubs. Three days a week, there are organized intramurals in the gym (starting late fall until the end of April). Noon hours are also the time that school teams sometimes have practices and many clubs will run activities.

## **School Teams**

When students participate on any school team or in any school club, they are considered to be ambassadors for our school. Student attendance, behaviour and attitude are considered when coaches are choosing players for a team. In addition to team spirit, our school emphasizes school spirit and sportsmanship. League teams are competitive in nature and coaching decisions are made to support athletics at the highest level. Both the student and parent are required to sign a code of conduct. All school rules apply at both home and away games.

## **Activities**

In December and June, there are special grade activities to celebrate the holiday season and the end of the school year. Students who have consistently not met the expectations of the school nor of their homeroom teacher, may not be allowed to participate in these Field Trips or special activities.

### **Field trips**

When students go on any school-sponsored activities outside the school, students are viewed as representatives of our school and, for that reason, we expect exemplary behavior. All school rules apply. All field trips require written permission on the supplied risk/bus form to participate. Phone calls from parents or guardians are not adequate consent.

## **Supplies and equipment**

Since each course at our school is different, subject teachers will provide a list of supplies and equipment required.

## **Library books**

### **Borrowing policies (loan periods, number of items, overdue procedures):**

Each student is allowed to sign out two fiction and two non-fiction books for a total of four books. However, considerations may be made for assignments.

Library books are signed out for a period of 21 school days and then expected to be returned or renewed. There is a \$.05 late fee per day. Balances of \$2.00 or greater will result in library privileges being suspended until fees are paid. All fees remain on the student's account until paid, even as they advance grades.

### **Textbooks**

In keeping with our textbook policy, it is expected that students will be responsible for any damaged or lost texts/novel studies throughout the year. A student will not receive a new text/novel study until the outstanding cost of the lost one is paid for. A full refund will be issued if the lost text/novel study is returned in reasonable condition. If the binding comes back broken a \$15.00 charge will be implemented.

## **Substitute teachers**

A substitute teacher will be provided whenever a regular teacher is absent. Students are expected to cooperate with these teachers to ensure that all assigned tasks are complete. Let's make a good impression!

## **Learning Room**

The Learning Room is a support service for students requiring additional assistance to be successful in school. Facilitators in the Learning Room can help students with curricular support, set up assistive technology and work with students who might require alternative programs. Access to the Learning Room is a decision a teacher makes when making program decisions for their students.

## **Guidance and Counseling Services**

All staff members are prepared to provide advice and assistance, and students are encouraged to seek help when it is required.

Our Learning Support Counsellor is available to provide assistance with crisis situations, peer conflicts, and educational progress concerns. The counsellor also has information regarding high school planning, tutors, special program placement, occupations and careers, referrals to outside agencies, and standardized testing. All referrals to district or outside agencies will go through the office of the counsellor. Please see the counsellor if you have students that you are concerned about.

Parents have the opportunity and are welcome at any time to discuss their child's scholastic performance, learning problems, and other relevant information so that their child can achieve success.

## **Visitors**

All visitors must report to the general office upon entering the school. Only registered students may attend classes.

## **Class Interruptions**

Please help us make learning time valuable by preventing any interruptions to the classroom. Parents if you need to contact your son/daughter please do so through the school office. **Students will not be allowed to access their personally owned electronic devices during class time.**

## **Medication**

Prescribed medication may be administered at the school under the supervision of a physician. Parents must contact the school for details. Non-prescription drugs shall not be purchased nor distributed by the school. With some medications, it is advisable to inform the school counselor so that adverse symptoms can be reported.

## **Illness**

Students who feel ill should report to the office. Parents/guardians will be contacted.

## **Telephone**

A telephone for students is provided in the general office. Students are not allowed to use the phone during class time without permission.

## **School Council and Parents' Association**

ÉLJHS has a very active parent group. They provide many extras that enhance our school program through fund-raising activities. Our school bus and field trip bussing is in part funded by our Parents' Association.

## **Alternate examination arrangements**

Exam dates are set early so that appointments and holidays can be arranged at other times. However, in cases of emergency, arrangements to write at a different time can be made through the school administration.

## **Extended vacations during school time**

A great deal of learning occurs in the classroom using guided questions, dialogue and problem solving. We therefore request you try to schedule family holidays during school breaks.

**Parents who choose to take their children out of school and go on a holiday or trip are choosing to accept responsibility for their children's learning during that period.** Home education imparts responsibility to parents to provide programming that meets the Alberta Education Curriculum guidelines. If you have scheduled a holiday during school time, we would appreciate notice well in advance, so that teachers can communicate with parents



about what the child will be missing.

**Teachers cannot provide detailed daily homework assignments that replicate the missed work. Teachers are not required to develop handouts or specific lessons for extended holiday time.**

Evaluation may indicate “unable to assess” or “absent during this unit” on the progress report. We would like to remind students and parents to check the teachers blogs and Google Classroom for updates and work. With this in mind, we would like to encourage families to be mindful of the school year calendar.

## **Lockers and locks**

Students will be assigned two lockers: a hallway locker and a physical education locker. All lockers should be kept locked and combinations should be kept private. Decorations in lockers must be in good taste, easily removable, and not damaging to the locker. All valuables must be locked. Students are reminded that lockers are the property of Black Gold Regional Schools and could be subject to search at any time.

The school suggests only school-purchased locks be used on lockers. One each is required for the hall locker and the physical education locker. Locks are available in the office at a cost of \$5.00 each. When students transfer out of our school, locks may be returned for a \$3.00 refund.

## **Transfers**

ÉLJHS would appreciate as much lead time as possible when a student is transferring out of our school. This will allow time to complete withdrawal procedures and provide some documentation to send with parents/guardians.

## **District bussing**

The Regional Division provides bussing for students throughout the City of Leduc. For information regarding bussing, phone 780-955-6025.

## **Yearbooks**

In our school, a group of students, with teacher supervision, produces a high-quality yearbook that is available to all students. The books must be purchased before a set date to allow the school time to determine copies required.

## **Farewell**

Grade 9 Farewell is held near the end of the school year. The purpose of Farewell is to say good bye. Remember that the Farewell is not a graduation. It is the school's policy to encourage this to be a more casual occasion than high school graduation.

## Emergency Procedures

Students practice emergency actions for fire/evacuation, weather warnings and lockdown. We will send out a parent summary each September. Link to more information;

<http://eljhs.blackgold.ca/about/school-emergency-program/>

## ÉLJHS Student Personal Electronic Device Policy

Personal electronic devices include smartphones, tablets, smart watches, and hand-held video game consoles.

### **Vision:**

By implementing this policy, ÉLJHS aspires to significantly enhance student learning. ÉLJHS is committed to being a safe and caring school. It is our goal to provide students with a distraction-free and focused learning environment, one in which students can focus on the task at hand. ÉLJHS remains committed to better prepare students for the expectations of their future working environments.

### **Rationale:**

Student cell phone use has become an increasing concern in the classroom. The 21st century learner can be overwhelmed with new electronic distractions while in the busy school environment. ÉLJHS is deeply concerned with the impact of students bringing smartphones and other personal devices into the classroom.

Some of these concerns include:

- Students being unable to concentrate on their learning while in possession of a smartphone.
- The constant distractions of alerts, text messages, phone calls, social media notifications, and games.
- Students leaving class to receive personal phone calls or respond to messages. ● Photos and videos being secretly taken that breach the Freedom of Information and Privacy Act, BGSD acceptable technology use policies, and compromise classroom security (ex. examinations, class discussions).
- The increased frequency of cyber-bullying through social media applications. ● The increased stress and anxiety that students may endure due to relational aggression that occurs on electronic devices.
- An increase of student addiction to smartphone technology.

### **ÉLJHS Classroom Policies:**

- Students are to place all of their devices in their lockers during learning time. This includes smartwatches, cell phones and earbuds.
- Students will be permitted the use of personal electronic devices before school, during

breaks, during the lunch hour, on school busses, and after school.

- Students must bring their own personal calculators to class.
- The Library Learning Commons (LLC) and gym classes at any location will be considered a classroom space.
- ***Personal electronic devices will be confiscated by staff members if they are found present in the classrooms and hallways except for the permitted times.***
  - ***First offence - the student device will be confiscated for the day. • Subsequent offences - the student device will be confiscated for the day and the teacher will contact the parent/guardian***
  - Further repeat offences may be treated as willful disobedience by school administration.
  - If parents/guardians need to reach their child/children they can contact the main office at 780-986-2184.
  - If your child is required to have their cellphone for specific medical reasons, please contact the office to fill in the "Student Device Medical Exception Form"

## COMMUNICATION

The school uses many forms to communicate with students, parents, and the community about general and specific information on what is happening in our school. We utilize our school website, social media, automated communication system, and email.

Communication is very important to ensure the success of all students. By working together, we can rectify problems and enhance your child's education.

Parents are encouraged to:

- call or e-mail the teacher
- check the school website, call the school with any questions and concerns
- track student progress on the Parent Portal for PowerSchool
- follow teacher blogs, emails, Google Classroom which will review objectives and work for every class
- encourage your child to use Google Classroom to find work and supports • attend or request an interview. There is a scheduled set of interviews that parents can utilize, along with further opportunities for conferences can be set up with the teacher at a mutually convenient time.

When there are concerns regarding students who are experiencing difficulties, all teachers that teach the particular student will meet to discuss the student with a view to getting new insight on the problem and trying a consistent approach (parents may also be involved in these meetings). Often, after these meetings, the counselor or teacher calls parents/ guardians of students having considerable difficulty.

# DRESS CODE

## Dress Code Philosophy

At school, students are expected to dress in a manner that reflects a positive sense of self within a welcoming, inclusive, safe and healthy learning environment.

### Our values include:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression.
- School staff will use student/body-positive language to explain the code and address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

### Dress Code Goals:

The following items are examples of dress considered inappropriate for school: • Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as Science or CTF (eye or body protection), or PE (athletic attire/running shoes)

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### Dress Code:

It is expected that all students will dress in a way that is appropriate for the school day or for any sponsored event. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). Our school is responsible for seeing that student attire does not interfere with the health and safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not

reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, chest, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic requirement.**

**2. Students Must Wear\***, while following the basic principles of Section 1 above: • A

Shirt (with fabric in the front, back, and on the sides under the arms, and have supporting straps (t-shirt or tank top ), AND

- Pants/ jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE)*

**3. Students May Wear**, as long as these items do not violate section 1 above: • Hats/toques facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. (Eyes must always be visible) Hoods are not permitted.

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps (bra straps are acceptable to be shown)
- Athletic attire

**4. Students Cannot Wear:**

- Violent language or images. Hate speech, profanity, pornography.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance)

## **5. Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length; ○ asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of "distracting" other students with their clothing. These dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as graduation ceremonies.

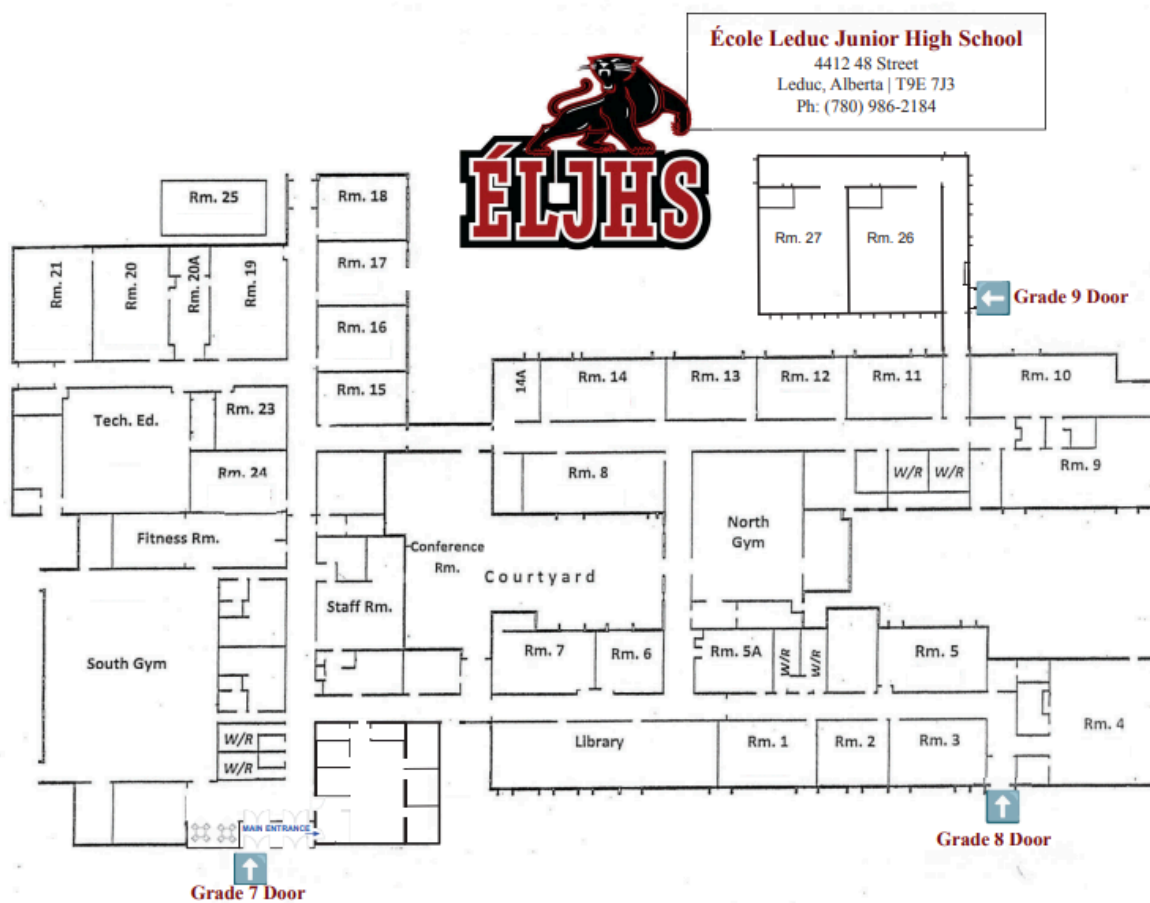
Inspired by:

École Dansereau Meadows School  
Edmonton Public Schools  
Evanston Township High School 2

## DAILY BELL SCHEDULE

Warning Bell	8:30 am
Late Bell	8:34 am
Homeroom	8:34-8:38
Period 1	8:38-9:30
Period 2	9:32-10:25
Nutrition Break	10:25-10:33
Period 3	10:33-11:26
Period 4	11:28-12:21
Lunch Room	12:21-12:38
Noon Hour Activities	12:38-1:08
Warning Bell	1:08 pm
Late Bell	1:11 pm
Homeroom	1:11-1:14
Period 5	1:14-2:07
Period 6	2:09-3:02

# SCHOOL MAP





# STUDENT AWARDS

## Academic Awards

Honours and Honours with Distinction certificates are presented for each reporting period. "Honourable Mention" students are also recognized.

The term average is calculated in the following manner, using the term marks.

### ***Student averages for reporting terms 1 - 3:***

Language Arts - 22% of mark

Mathematics - 22% of mark

Science - 22% of mark

Social Studies - 22% of mark

Physical Education - 12% of mark

\*Health - minimum of Satisfactory in term course work

\*Option(s) - minimum of Satisfactory in term course work

### ***French Immersion student averages for reporting terms 1 - 3:***

French Language Arts - 18% of mark

Language Arts - 18% of mark

Mathematics - 18% of mark

Science - 18% of mark

Social Studies - 18% of mark

Physical Education - 10% of mark

\*Health - minimum of Satisfactory in term course work

\*Option - minimum of Satisfactory in term course work

**\*NOTE: Student must have a minimum of "Satisfactory" in health and option(s) to receive Honours.**

The School Council presents awards for the highest mark in all subject areas for all three grades.

## Athletic awards

Most Valuable Player Awards In Each Sport

Outstanding Male Athlete Of The Year

Outstanding Female Athlete Of The Year

Most Improved Player Awards

Intramural Awards

## Perfect attendance awards

Awards are presented to students who have perfect attendance.

### **Student-of-the-Year Award**

A Student-of-the-Year Award and a runner-up award are given to the students who demonstrate: academic excellence, participation in athletics, school clubs and activities, a visible leadership role in the school, an exemplary model for other students.

### **Lindsay Demone Shine Award**

To be given to a student that has shown outstanding character, kindness, and positivity towards fellow students and the educational environment. This award is given out to one student in grade seven, eight and nine. This award is chosen by ÉLJHS staff.

### **Norman Majeski Service Award & Greg Stewart Personal Achievement Award**

The Norman Majeski Service Award recognizes dedication and commitment to volunteer service in the school. The Greg Stewart Personal Achievement Award acknowledges a student who has shown persistence to improve and overcome personal or academic difficulties. These awards are named after former long serving Principals of our school.

## **QUESTIONS STUDENTS OFTEN ASK**

Every year, students about to enter Leduc Junior High greet the prospect with excitement and wonder. For some, especially those who have had brothers and sisters in our school, it's another interesting year of school, but for others it raises many questions. The question and answer section that follows is designed to help assist a student in feeling more confident about coming to École Leduc Junior High School.

#### ***What is the biggest difference?***

Probably the biggest difference is you may have as many as eight different teachers as you move from subject to subject throughout the day.

#### ***What will the first day of school be like?***

On the first day, when you come to school, find your name on the class lists which will be posted in many halls. Then find the room to which your homeroom has been assigned. Just ask any teacher in the hall for directions. Your homeroom teacher will answer all other questions that you might have at that time.

### ***What are the keys to being successful in junior high?***

Students who come to school and come on time, who do their work the best they are able, who bring their materials, who stay organized, and who participate in the many activities in our school are sure to be successful. The main reason that students are unsuccessful in junior high is failure to complete assignments.

### ***Is it true that I may be in a class where none of my friends are?***

Yes, and we do not move students just so they can be with their friends. We like to give you an opportunity to get to know many other people. Junior high is a lot more fun when you know lots of people.

### ***Is junior high difficult?***

Junior high is not harder than elementary school, only different. Most of our students said that the hardest thing about junior high is staying organized. You will no longer have all your things in a desk in one room. You move from room to room changing for each subject. You will no longer have workbooks that help to keep you organized; now you will have sheets and sheets of handouts and notes. Our learning support counsellor will give you tips on organization at the beginning of the year. By grade nine, the curriculum is designed to prepare students for the academic challenges of high school. The marks in grade nine are an important factor in high school programming.

### ***What are the teachers like?***

At École Leduc Junior High School teachers are specialized in core areas. Students may have a different teacher for each core subject. Junior high teachers understand that it takes a little time for kids to adjust, so at the beginning of the year you'll get lots of help. However, as the 28 year goes on, you will be expected to assume more and more responsibility for your achievement in school.

### ***What adult do I talk to if I have a problem?***

Students may talk to any of their teachers, the counsellor, the assistant principal, or the principal. Usually you do not have to make an appointment - we are available to help.

### ***Is it true that there is a lot of homework?***

Certainly there is homework. You can expect homework almost every day in one subject or another and many times you will have a longer time to do an assignment so you have to

schedule when you are going to do it. If you use your class time productively and don't forget your materials you will reduce the time needed for homework.

### ***What if I don't do my homework?***

Any number of things may happen, depending on the teacher. You may have to fill out a form so the teacher has a record, or stay in until the work is done, or get an incomplete for that day's work, or the teacher may phone home to let your parents know that you aren't doing your work. Not handing in assignments can lower marks.

***What kind of marks do I need to pass?*** To ensure that you pass, you need to get over 50% in three of the four core subjects, that is, language, math, science and social, and you must have a weighted average of over 50% overall.

### ***What are some of the activities in which I can participate?***

Intramural Activities Me To We <i>time?</i>		
Art Club	Club	Student Assemblies Student
Badminton Band	Running Room Games Rugby	Leadership Track And Field
Basketball Coding Club	Run Club	Volleyball
Choir	Ski Club	Volunteering
Citadel	Spelling Bee	Wrestling
Computers		Yearbook (Grade 9s)
Creative Writing Club		
Cross-Country Running		
Guitar Club		

### ***What can I do at lunch***

For 20 minutes there is a scheduled time for eating. After that you can go to the library, the games room, the computer lab, the fitness room, intramurals, an extra-curricular activity, or outside. You cannot wander the halls! We want to keep our students safe in a supervised activity. 29

### ***Do we have lockers for students? Do I have to keep everything in my locker?***

You will have two lockers - a hall locker and a gym locker. The hall locker is for your coat and books and the gym locker is for your change of clothes. You do not share lockers. Yes. In any room, up to eight different people may use the desk in which you sit so nothing can be left in a classroom.

***What if someone picks my combination lock?***

Despite what some may think, students generally don't pick locks. When things go missing, it is often due to the owner not locking the lock properly or having told someone else the combination. Keep your lock combination to yourself always! We ask that all students buy school locks - new ones cost \$5.00.