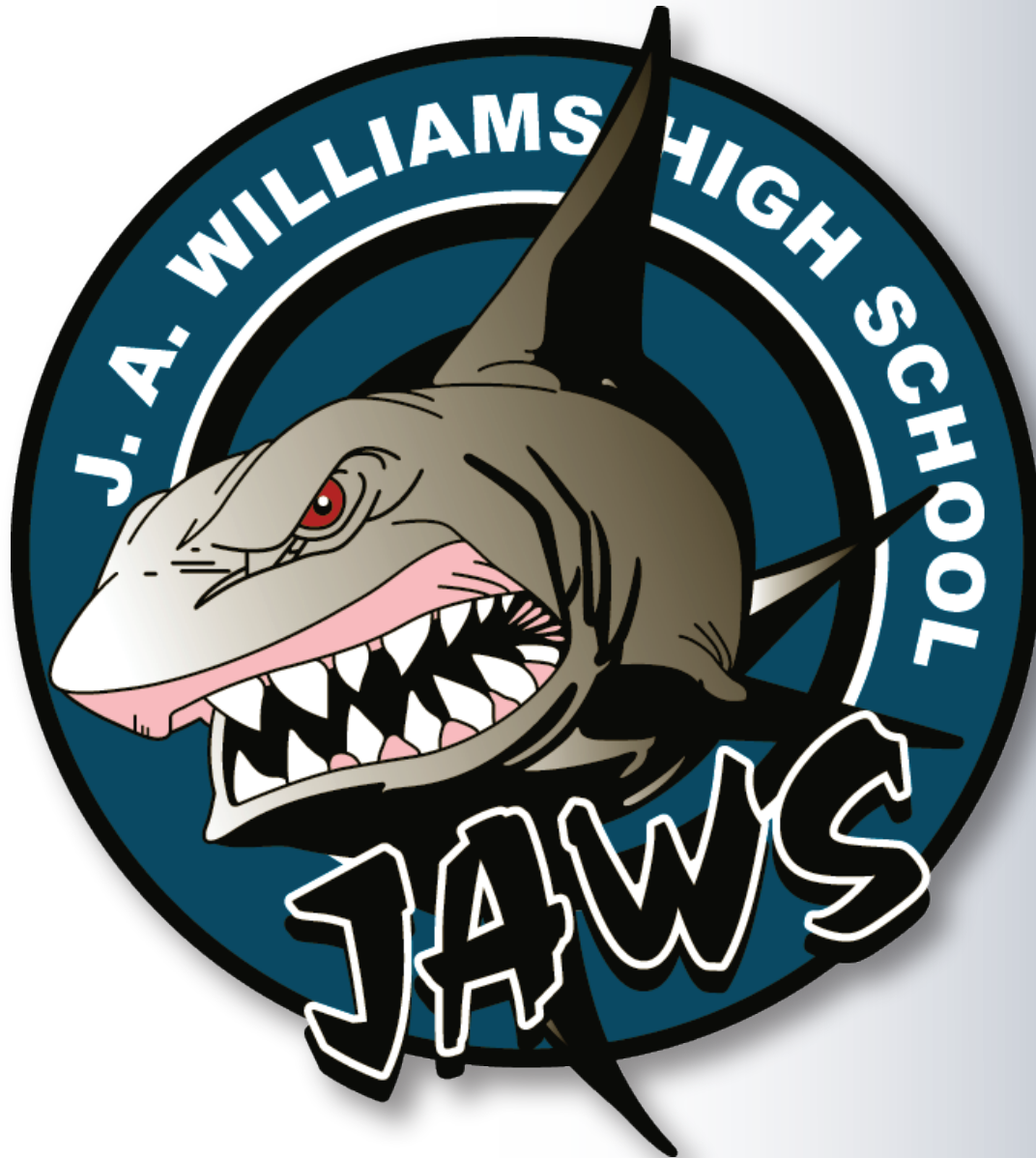


# 2016 - 2017

## J.A. Williams High School

*A place of learning for the  
entire school community*



### Contact Us:

Ph: (780) 623 – 4271

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Box 480  
Lac La Biche, AB  
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[jaws@nlsd.ab.ca](mailto:jaws@nlsd.ab.ca)

[www.jawilliamsschool.ca](http://www.jawilliamsschool.ca)

Facebook: [/jawilliamsschool](https://www.facebook.com/jawilliamsschool)

Principal: Conal Donovan



**Northern Lights**  
PUBLIC SCHOOLS

Working Together to Help Every Student Learn and Excel

# J. A. WILLIAMS HIGH SCHOOL STAFF - 2016-2017

## ADMINISTRATION

C. Donovan, Principal  
A. Nowicki, Assistant Principal - Academics  
J. Waine, Assistant Principal - Engagement

## ADMINISTRATIVE ASSISTANTS

D. Cadieux, Finance  
J. Cardinal, Student Records  
D. Marko, Administrative Assistant

## INSTRUCTIONAL STAFF

### HUMANITIES

F. Collins  
W. Courtney  
M. Harpe  
A. Hay  
J. Parsons  
A. Russell  
A. Strom-Brocklesby

### MATH SCIENCE

L. Akana  
M. Dyck  
T. Jordan  
P. Meyer  
R. Parsons  
M. Pruden  
B. Schreiner

### FINE ARTS

L. Akana  
C. Beniuk  
A. Berland

### CTS

P. Boon-Anderson  
W. Cox

### STUDENT SERVICES

F. Collins  
L. Dribnenki  
M. Patenaude

### PHYSICAL ED

A. Przybylski  
M. Wainman

### COSMETOLOGY

L. Marouelli

## SUPPORT STAFF

### STUDENT ADVOCACY COUNSELLORS

H. Fyith  
L. Young

### INCLUSIVE EDUCATION

L. Johnson  
J. Mah  
N. Pasquarelli  
M. Hanson

### CAFETERIA

R. Chatterjee

### EDUCATIONAL ASSISTANTS

H. Babcock  
Sandra Cadieux  
Simone Cadieux  
A. D'Souza  
J. Erasmus  
J. Karpysbyn  
C. Lavallee  
E. Malbeuf  
A. Robinson  
L. Waine  
B. Watson  
B. Wiebe



## BELLS

8:46 - Greeting bell, proceed to Block 1  
8:50 - O' Canada  
10:12 - Break  
10:20 - Greeting Bell, proceed to block 2  
11:45 - Break for Lunch  
12:30 - Greeting Bell, proceed to block 3  
1:56 - Break  
2:04 - Greeting Bell, proceed to Block 4  
3:29 - End of School Day

# AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10 Mail Out	11	12	13
14	15	16	17	18	19	20
21	22 Lockers	23	24 Locker Assignment	25 Locker Assignment	26	27
28	29 Organizational Day	30 System Day	31 Organizational Day			

**“The mission of J. A. Williams High School is to engage the entire school community in learning through focus, reflection and collaboration.”**

## **WE ARE A SCHOOL OF SHARKS**

### **OUR MOTTO**

**S**ELF CONTROL GIVES US STRENGTH

**H**ONESTY IS OUR FOUNDATION

**A**CCCEPTANCE IS ESSENTIAL

**R**ESPONSIBILITY IS THE PATH WE CHOOSE

**K**INDNESS AND EMPATHY TO ALL

**S**HARKS AIM TO SUCCEED

### **OUR VIRTUES**

#### **RESPECT:**

Treat others the way you would like to be treated.  
Respect for yourself. Respect for others.  
Respect for personal and school property.

#### **EMPATHY:**

Identifying with, understanding  
and feeling other people’s concerns.

#### **CONSCIENCE:**

Knowing the right and decent way to act  
and acting that way.

#### **KINDNESS:**

Demonstrating concern about the welfare  
and feelings of others.

#### **SELF CONTROL:**

Regulating your thoughts and actions so that you  
stop any pressures from within or without  
and act the way you know and feel is right.

#### **FAIRNESS:**

Choosing to be open-minded  
and acting in a just and fair way.

## **STUDENT OATH:**

I am an individual with unique needs and abilities. In order for me to develop fully as a whole person, I require a learning environment that allows me to grow academically, physically, and socially in a respectful and caring atmosphere.

My vision is that my years of senior high school will extend and refine my abilities, and allow me to acquire socialized knowledge, skills, and positive attitudes required to become a competent and responsible member of society. I also realize that in order for me to achieve these goals, I must work in co-operation with the school and have the support of my home and community.

Help me to achieve my potential.

Let me be proud of what I am – a student of J.A. Williams High School.

\_\_\_\_\_  
(Student's signature)

## **SCHOOL FEES**

School fees are posted in mid-August. You can pay school fees using **School Cash Online**. School Cash Online is a parent portal that offers a safe, fast and convenient way to pay for school fees, including trips, hot lunches and spirit wear. The portal allows parents to add students, make payments, check current balance/account history and print or view receipts. You can find a link to School Cash Online on our website.

**Facility Fees** - The J.A. Williams High School Council has approved the following fees for the 2016-2017 school term. If for whatever reason you are not able to make payment, please contact Mr. Donovan at the school prior to October.

Musical Instrument Rental \$50.00 – for personal instrument reeds and maintenance  
Students will be charged the price of the textbooks that are damaged or lost.  
CTS fees for personal (take home) projects that require special materials.

## **PARKING**

Students will park only in the designated student lots labelled **M**, **N** and **O**. Students must provide a copy of their driver’s license and registration to the front office. A parking contract will be required.

# SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
				Classes Begin		
4	5	6	7	8	9	10
	Labour Day No Classes	PD Tuesday				
11	12	13	14	15	16	17
	Golf (7-12)	School Photos PD Tuesday			Sr. VB - Cold Lake	Sr. VB - Cold Lake
18	19	20	21	22	23	24
		PD Tuesday			Sr. VB - Bonnyville IPP Day No Classes	Sr. VB - Bonnyville
25	26	27	28	29	30	
	Provincial Golf	School Council	Citadel Trip	PARTY Gr. 10 Mountain Bike - Cold Lake	Sr. VB - St. Paul Terry Fox Run	

# POLICIES FOR STUDENTS

## NORTHERN LIGHTS PUBLIC SCHOOLS POLICIES AND WEBSITE

*Many policies adopted by J. A. Williams High School are extensions of Northern Lights Public Schools policies. These policies can be found on the Northern Lights Public Schools website at [www.nlsd.ab.ca](http://www.nlsd.ab.ca).*

### COURSE WITHDRAWAL/COURSE CHANGE POLICY

J.A. Williams High School believes that in order to maximize the educational opportunities afforded to the students of Alberta, they should be enrolled in the greatest number of courses or programs possible. However, circumstances may also occur in which this may not be possible in all instances. Course Transfer must include Student Services and Administrative input. A formal application form is available from administration.

#### PROCEDURES

Prior to the beginning of each semester, students of J.A. Williams High School will be provided with a tentative timetable for that school term. Grade 10 and 11 students shall be required to be registered in a full program of studies (40 or more credits). Grade 12 students are required to register in a minimum of 30 credits per year or the number courses needed to meet Alberta Education graduation requirements. Grade 12 students will not qualify for spares unless minimum credit requirements are met.

Changes to timetables may not be granted if not completed within the first week of each semester. A course transfer form will be used for changes made during the semester and consultation with the principal, student services, and parents is required. In withdrawing from a course, or giving consideration to any program change, the following is to serve as a guideline for withdrawing from a course:

- Graduation requirements:
- Teacher input
- Student input
- Parental Input
- Student programming needs
- Class size
- School Board policy
- A school withdrawal form must be completed

Withdrawals from class will be considered up to the mid-point of the semester for five credit courses, or the first quarter of the semester for a three credit course.

**Withdrawals:** All such course withdrawals **shall** be finalized in consultation with a school administrator, the teacher, student services and parents or guardians.



### COURSE CHALLENGE POLICY

Any senior high school student in Alberta who believes that he or she possesses the knowledge, skills and attitudes for a senior high school course as specified in the program of studies, and is ready to demonstrate that achievement through a formal, summative assessment process, may initiate a request for course challenge to his or her high school principal. For diploma examination courses, this applies only to the school-awarded mark component; the student must still register for and write the PDE at an appropriate time.

The student who initiates the course challenge process shall take responsibility for providing evidence of readiness to challenge a course (e.g., a portfolio, other collection, documentation of work and/or experience, a recommendation from a teacher).

The senior high school principal shall make the final decision about the student's readiness for the course challenge. The principal shall base this decision on the consultation with the student, parent(s) and the teacher of the course.

The senior high school principal shall assign the administration and evaluation of assessment for a course challenge to an Alberta certificated teacher who has expertise in the subject/course. The senior high school principal shall ensure that assessment for course challenges includes strategies that will assess the breadth and scope of the learning outcomes for the course, as outlined in the program of studies, in a timely and practical manner.

# OCTOBER

S	M	T	W	T	F	S
						1 Sr. VB - Cold Lake Mini Wow Pow
2	3	4 PD Tuesday	5 X-Country PT Interviews (4-7pm)	6 NEASAA X-Country	7 Family Friday No Classes	8
9	10 Happy Thanksgiving! No Classes	11 PD Tuesday	12 ELAA Event	13	14 NAIT Open House Sr. VB - Plamondon	15 NAIT Open House Sr. VB - Plamondon
16	17	18 PD Tuesday	19	20	21 Wow Pow	22 U of A Open House Wow Pow
23	24	25 School Council	26	27	28 ATA Institute Day SS Conference No Classes	29
30	31 Halloween					

## PERMISSION TO LEAVE SCHOOL DURING SCHOOL HOURS

Students may be required to leave the school for a variety of reasons. The school discourages the practice of being absent from any class, however recognizes those circumstances may present themselves. Should the student be required to leave the school during class time, they are expected to remain in class until they are called to the general office. Students who leave during regular school hours must adhere to the following:

1. Students need to sign out at the office and notify their teachers.
2. If the student has arranged for pick-up they are to remain in class until such time that their transportation has arrived.
3. Students must be picked up by a guardian or authorized replacement at the front office.
4. Student absence will be recorded as unexcused until the office receives parental notification.

## LOCKS AND LOCKERS

Each student of J.A. Williams High School will be required to sign out a locker for the current year. The student will be expected to use that locker for the duration of the school year. The locker should be maintained in a manner so not to infringe on the rights of others. Any writing on or damage to the lockers will be considered vandalism and students will lose their locker privileges and charged for any repairs. Lockers are to be secured with a school-issued lock that will be on the locker at the time of assignment; all other non-school-issued locks without special administration approval will be removed. Students will be expected to return all school locks at the end of the school year. A new locker with a lock will be issued each year if the student returns the lock at the end of each year.



## HIGH SCHOOL GRADUATION POLICY

J.A. Williams High School believes that all Grade 12 students registered at the school who wish to participate in the school graduation ceremony must meet certain minimal requirements. To take part in the graduation ceremonies the student must be enrolled and have a 50% or better average one week prior to convocation in each of the courses necessary to satisfy the requirements for an Alberta Education High School Diploma or Certificate of Achievement.

1. To take part in the graduation ceremonies, the students must be enrolled or at least one semester during the school year.
2. Students carrying necessary correspondence courses shall meet the following two requirements:
  - a) Have 100% of any necessary correspondence courses completed and sent to the Distance Learning Center one week prior to convocation.
  - b) The final exam must be written by the last day of classes.
3. The Principal will have the authority to make decisions for the eligibility of students in extraordinary circumstances.
4. Student must pay the required graduation ceremony fee prior to graduation day.
5. To provide information to Grade 12 students and then to parents, the Principal shall:
  - a) Review this policy and regulation by November 1st with all Grade 12 students.
  - b) Send a copy of this policy and regulation to all parents of Grade 12 students by March 1st.
  - c) Inform students and parents of those graduates who have been placed on probationary list by May 1st.

## HIGH SCHOOL DIPLOMA REQUIREMENTS

Alberta Education requires that each student registered in a High School program in the Province of Alberta meet each of the following standards:

1. Earn a minimum of 100 credits
2. Complete and meet the standards of the following courses:
  - English 30-1 or 30-2
  - Social Studies 30-1 or 30-2
  - Mathematics 20 level (not including 20-4)
  - Biology 20, Chemistry 20, Physics 20, Science 20 or Science 24 (or Science 10 and any other 5 credit 20-level Science course)
3. Complete and meet the standards of the following:
  - Physical Education 10 (3 credits)
  - Career and Life Management (CALM) 20 (3 credits)
  - 10 credits in any combination of Career and Technology Studies or Fine Arts or a Second Language
  - 10 credits in any 30 level course (including locally developed) in addition to English 30-1 or 30-2, and Social 30-1 or 30-2



# NOVEMBER

S	M	T	W	T	F	S
		1 PD Tuesday	2 Eng 30-1 & 30-2 Part A Picture Retakes	3 Social 30-1 & 30-2 Part A	4 Eng 30-1 & 30-2 Part B Sr. VB - Cold Lake	5 Kings College Open House Sr. VB - Cold Lake
6	7 Social 30-1 & 30-2 Part B	8 Math 30-1 Chemistry 30 PD Tuesday	9 Biology 30 Physics 30	10	11 Remembrance Day No Classes	12
13	14	15 PD Tuesday	16	17	18 Zone-VB	19 Zone-VB
20	21 School Council	22 PAC Casino	23 PAC Casino PT Interviews (4-7)	24	25 Festival of Trees No Classes in Lieu of PT Interviews Provincial VB	26 Festival of Trees Provincial VB
27 Festival of Trees	28					

## HIGH SCHOOL CERTIFICATE OF ACHIEVEMENT PROGRAM

NEED THE FOLLOWING COURSES AND CREDIT:

### Eligible Courses and Credits for the Certificate Program

A. Either of the following:

<b>Knowledge &amp; Employability Courses &amp; Credits</b>	<b>Alternative Courses &amp; (Credits)</b>
English Arts 10-4	Minimum of 10 credits in English Language Arts, <i>including 5 credits in English 20-2</i>
Social Studies 10-4	Social Studies 10-4
Mathematics 10-4	Mathematics 14 (5)
Science 20-4	Science 14 (5)
TOTAL 21 CREDITS	TOTAL 25 CREDITS

B. Physical Education 10 (3)  
CALM (3)

C. Knowledge and Employability  
5 minimum of 40 credits from the occupational clusters:

Agribusiness  
Business and office operation  
Construction and fabrication  
Creative arts  
Natural resources  
Personal and public services  
Tourism and hospitality  
Transportation

Grade 10 - 10 credits required  
Grade 11 - 20 credits required  
Grade 12 - 10 credits required

D. Unspecified Credits

To meet the minimum credit requirement for the Certificate of Achievement, students must take additional unspecified courses. The number of unspecified credits available will depend upon the student's selection of K and E courses or alternative courses listed in Part A.

TOTAL CREDITS REQUIRED = 80

\*Numbers in parenthesis indicate the credit value of each course.

Certificate students must coordinate their program through the student services and monitor their status continually throughout the year.

## STUDENT ATTENDANCE POLICY

J.A. Williams High School believes that regular and punctual attendance at school is an important aspect of the educational life of a student. It increases the chance of success in the student's educational program while teaching the student responsibility in preparation for the world of work. Student attendance is a shared responsibility between the student who is required to attend classes, the parents to ensure that their son/daughter is attending, and the school to monitor and report on the student's attendance. If a student does not maintain regular attendance in a course, they will be subject to our attendance interventions protocol. This may include parental meetings, attendance contracts, making up lost time. Refusal to comply with school expectations after discussions with the parents, the student may be placed in an alternate program, withdrawn from a class, or face an expulsion hearing. Grade 9 students under the age of 16 may be referred to the Provincial Attendance Board which may involve legal and financial implications to parents/guardians.

## STUDENT LATENESS

J.A. Williams High School believes that intentional or habitual tardiness affects the ability of a student to succeed in their studies. Further, this causes undue disruptions to the normal operation of a class and therefore diminishes the rights of other students to learn, and the teacher to instruct. The school believes that attendance is primarily the responsibility of the student and their parents. However, when in the opinion of the teacher the lateness constitutes a disruption of the normal operation of the classroom, the lateness may be considered a discipline problem. However, because we believe instructional time and learning are paramount, staff will avoid making use of any disciplinary measures that cause the student to miss out on any further instructional time. Naturally, students can be required to make up lost time and instruction due to habitual tardiness.

Continuous tardiness will be addressed by staff as defiant behaviors, and administration and the student services support team will be involved.

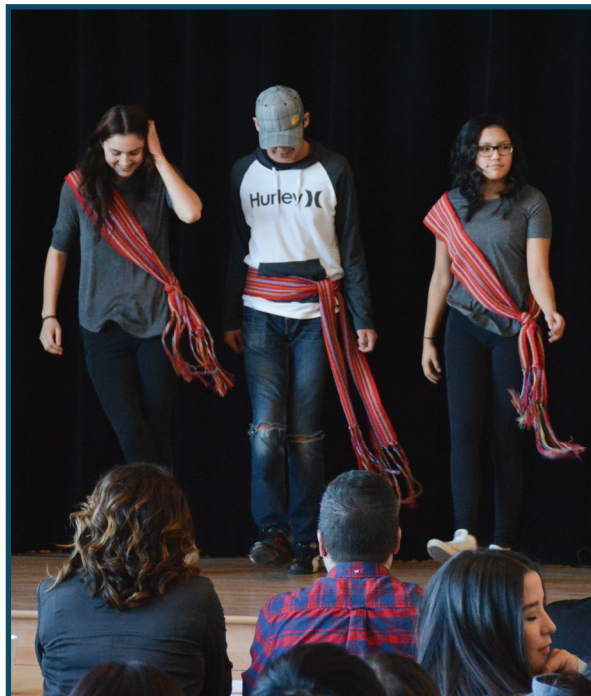
## ATTENDANCE INCENTIVE PROGRAMS

J.A. Williams High School believes that students should be rewarded in a positive manner when they achieve success in school or as a means to promote the educational environment of the school. Students with perfect attendance within a month will receive digitally tracked Attendance Coupons from the school. The school attendance incentive program is designed to improve for all students.

There will be end-of-semester draws for perfect attendance.

## ACADEMIC INCENTIVE PROGRAMS

Students who earn 131 credits or better in their three years of high school can earn a one-time cash incentive of \$500.



# DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6 PD Tuesday	7 JAWS Musical	8 JAWS Musical	9 JAWS Musical Sr. B/G BB - St. Paul	10 Sr. B/G BB - St. Paul
11	12	13 PD Tuesday	14	15	16	17
18	19	20 PD Tuesday School Council	21	22 Winter Break Dec 22 - Jan 8 No Classes	23 Winter Break	24
25 Christmas Day	26 Boxing Day	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31

## J.A. WILLIAMS HIGH SCHOOL POLICY FOR SCHOOL SAFETY

When a serious anti-social, inappropriate violent incident occurs during the school day, a letter will be sent to all parents informing them in general about the incident and emphasize the concern for safety, and the action that has been or will be taken to address the incident. A school day will consist of both going to and from school and all school sanctioned events.

All school staff and students have a responsibility to report to their immediate supervisor, or trusted adult with whom students feel comfortable.

Any student participating in any anti-social, inappropriate, violent, behavior will be barred from school activities, non-curricular field trips, and extracurricular activities in the school. Any student receiving a suspension for such behaviours may be barred from extra-curricular activities; the administration will determine if they are allowed to participate in activities.

## TOBACCO POLICY

J.A. Williams High School believes in the need to be a healthy role model in the community. Further, because legislation (Bill 208) prohibits anyone under 18 years of age be in possession of tobacco products, and Northern Lights Public Schools prohibits smoking on school property there is to be NO SMOKING, VAPING, E-CIGARETTES or CHEWING TOBACCO within sight of J.A. Williams High School. The school will consider any offences as a discipline issue that could result in suspension and subject to a municipal fine.



## USE OF DRUGS AND ALCOHOL

The Board of Northern Lights believes student use of alcohol and non-prescription drugs is detrimental to the learning process and is therefore prohibited. The Board also recognizes that student abuse of solvents has a damaging effect on the normal development, well being, and academic performance of students. The Board expects schools to have a student education program that deals with the effects on the individual and on society of alcohol/drug use and abuse. The Board prohibits the possession and/or consumption of alcohol or non-prescription drugs on Division premises.

## USE OF DANGEROUS WEAPONS

The Board is committed to providing a safe environment for students and staff within Division schools and during school related activities. The Board expects schools to have a student education program that deals with the effects of violence on the individual and on society. The Board prohibits the possession of a weapon on a student's person or in a student's locker or desk.

**Definition:** *A weapon is anything used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.*

## ELECTRONIC DEVICES POLICY (CELL PHONES)

Inappropriate use of cell phones, cell phone cameras and other electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment and the teaching and learning process; therefore, the Superintendent requires principals, in consultation with appropriate stakeholders, to formulate and implement appropriate procedures at the school site. When students are not permitted to use cell phones during class time, they are expected to keep their cell phones within their lockers. Further, cell phone usage will not be permitted in the halls during regularly scheduled blocks as it serves as a distraction to other students in classes. It is the opinion of school administration that cell phone calls during class time cause a distraction to learning for all students.

Teachers may implement personal electronic devices as an instructional tool and may ask students to use them at teacher discretion. Teachers will use their own discretion on the usage of other music devices according to classroom policies and practices. Wireless devices will have access to the school network on a secured basis.

## EXAMINATION POLICY

All final examinations must be written at the scheduled times. Students missing an exam because of illness or bereavement, upon verification, will be awarded a mark based on the year's work. A medical certificate will be required for illness. All others will be assigned a mark of zero on the final exam. In the case of Provincial Achievement Exams and Provincial Diploma Exams, students are not able to be excused from writing the exam at the school level.

# JANUARY

S	M	T	W	T	F	S
1 Happy New Year!	2 No Classes	3 No Classes	4 No Classes	5 No Classes	6 No Classes	7
8	9 Classes Resume	10 PD Tuesday	11	12	13 JAWS Invitational	14 JAWS Invitational
15	16 English 30-1 & 30-2 Part A	17 Social 30-1 & 30-2 Part A PD Tuesday	18	19	20	21
22	23 English 30-1 & 30-2 Part B	24 Social 30-1 & 30-2 Part B PD Tuesday	25 Math 30-1 & 30-2	26 Biology 30	27 Chemistry 30	28
29	30 Physics 30 Science 30	31 School Council				

## INAPPROPRIATE COMPUTER USE

While J.A. Williams High School feels that the network has great potential as an information source and communication tool and should be used in a variety of ways, the following will not be permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Vandalism of accounts or systems including hardware
- Violating copyright laws
- Using others' passwords or sharing passwords with anyone besides a staff member
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Playing network intensive games, or using IRC (Internet Relay Chats)
- Downloading unauthorized, excessively large files
- Subscribing to inappropriate newsgroups
- E-mail or newsgroup correspondence inappropriate to educational purposes
- Any activity posing potential risks to oneself or to others
- Harassing other users (e.g., with unwanted e-mail messages)
- Illegal activity
- Using abusive, vulgar, obscene or other inappropriate language
- Activities that would violate the school handbook policy
- Failure to report known security problems
- Employing the network for commercial purposes
- Making purchases that charge back to the system.
- Any other inappropriate use or misuse of the system

Inappropriate technology use may result in the following sanctions:

- Inappropriate use shall result in denial of computer privileges (temporary or permanent).
- Additional disciplinary action may be determined at the school level in line with existing practice regarding inappropriate language or behaviour.
- Inappropriate use of computer privileges may result in exclusion from a computer course option.
- When applicable, law enforcement agencies may be requested to become involved. Criminal prosecution as detailed in the computer crimes provisions of the Criminal Code of Canada may be pursued.

## STUDENT APPEALS

Decisions that address the educational interests of the student may be appealed within a reasonable time period. All appeals regarding classroom decisions must first be made to the classroom teacher. Prior to a teacher decision being appealed to the Superintendent of Schools, it must be appealed in writing to the Principal of the school. Prior to a Principal decision being appealed to the Board of Trustees, it must be appealed to Superintendent of Schools, Parents of students, and students 16 years of age or older, have the right to appeal the decision of the Superintendent of Schools to the Board of Trustees of Northern Lights Public Schools.

## STUDENTS UNION/SPIRIT TEAM

The Students Union/Spirit Team of J.A. Williams High School organizes a number of activities for the students such as the Penny Carnival, Mardi Gras, school dances and other fundraising activities, which promote a safe and caring school. Membership is voluntary, with students being strongly encouraged to join. In addition students are invited to participate in the peer support program coordinated through Student Services. Executive positions are President, Vice – President, Secretary, Staff Advisors and Grade Reps.

## PRINCIPAL'S ADVISORY GROUP

Representatives of each of the first block classes will meet with Mr. Donovan to discuss issues of concern regarding student life at J.A. Williams High School. The students will meet once each month during the first block and are expected to report back to their respective classes on the issues discussed and the initiatives undertaken. Minutes of the meetings will also be provided to any students requesting copies. Those students who are on spare first block of the day are encouraged to attend. Through this co-operative format, it is hoped that the students and administration, with input from teachers can make J.A. Williams High School the best learning environment possible.



# FEBRUARY

S	M	T	W	T	F	S
			1	2	3 Family Friday No Classes Sr. BB - Bonnyville	4 Sr. BB - Bonnyville
5	6	7 PD Tuesday	8	9	10	11
12	13	14 PD Tuesday	15 Noon Dismissal ATA Conference No Classes in PM	16 ATA Conference No Classes	17 ATA Conference No Classes	18
19	20 Provincial Family Day No Classes	21 PD Tuesday	22	23	24 Sr. BB - Cold Lake	25 Sr. BB - Cold Lake
26	27	28 School Council				

## J.A. WILLIAMS DANCE RULES

1. Only J.A. Williams' students are allowed to buy tickets for dances. However, each J.A. Williams student is allowed to purchase tickets for one guest. Guest tickets must be registered and paid for IN ADVANCE; guests will NOT be allowed in at the door the night of the dance. Guests must have completed a pre-approval form with their school administrator's written approval. J.A. Williams' students are responsible for the behavior of their guests and any damages they may cause.

2. Students who have been expelled cannot attend dances. Students who have been suspended, for ANY reason, from school in the semester that the dance takes place cannot attend dances. Students on contract for attendance reasons could have their dance privileges taken away. THERE ARE NO EXCEPTIONS TO THIS RULE.

3. No alcohol or drugs will be tolerated at any J.A. Williams dances. Anyone suspected of being under the influence of alcohol or drugs will be barred from the dance. If any students are, in the discretion of a supervisor, under the influence of alcohol and drugs, will have their parents or the R.C.M.P. escort them home. Any refusals to leave will call for the intervention of the police, a ban from the rest of the dances that year, and further disciplinary action as determined by the administration of the school.

4. Jackets, coats, hoodies and bags MUST BE CHECKED into the coat room.

5. Doors will close at 9:00 pm. This means that nobody except people picking up students/guests or dance supervisors will be admitted after 9:00, unless special arrangements have been made with dance supervisors in advance. Dances end at 11:00, in compliance with the town curfew law.

6. Guests must be between the ages of 13 and 20. Students registered in grades lower than Grade 9 may not attend J.A. Williams dances. A guest approval form needs to be completed and submitted.

7. Absolutely NO SPARKLES will be worn by anyone attending the dance. Those who are wearing sparkles will be asked to either remove them or leave the dance.

8. In accordance with school policy, there will be NO SMOKING or CHEWING TOBACCO at any J.A. Williams dances.

9. **Policy under REVIEW** – All tickets will be sold in advance and students who have outstanding textbooks may not be sold a dance ticket at regular cost until the replacement cost is paid.

### SUPERVISORS

There will be AT LEAST four teacher supervisors and eight parent supervisors for each two-hour shift. An administrator should be present at all times. Parent supervisors will be found by PAC and Students' Union. Duties are as follows:

1. Check all jackets and bags at the door.
2. Check the doors closely after 9:00 pm.
3. Regularly monitor activity on the dance floor and in the washrooms.
4. Watch for alcohol and drug use.
5. Report any unusual behavior to the teacher supervisors/administrators.
6. Make sure that doors and windows are closed. Dances are over at 11:00 PM.





# MARCH

S	M	T	W	T	F	S
			1	2	3 Provincial Curling	4 District BB Tournament
5	6	7 PD Tuesday	8 PT Interviews (4-7)	9	10 Provincial Wrestling Zone Basketball Family Friday No Classes	11 Provincial Wrestling Zone Basketball
12	13	14 PD Tuesday	15	16	17 Provincial BB	18 Provincial BB
19	20	21 PD Tuesday	22	23	24 No Classes in Lieu of PT Interviews	25
26	27 Mardi Gras	28 Mardi Gras School Council	29 Mardi Gras	30 Mardi Gras	31 Mardi Gras	

## J. A. WILLIAMS HIGH SCHOOL PEER SUPPORT PROGRAM

### A. Program Philosophy and Goals

The J. A. Williams Peer Support Program is a program based on the belief that in times when they need help, people naturally turn to others of similar age, experience, or interests. In an institution whose primary stakeholders are 13 to 19 year-old youth, there appears to be significant benefit in having a team of supervised students trained to provide academic and personal support services to their peers. Therefore, the J. A. Williams Peer Support Program is designed to meet the needs of students by:

- creating opportunities for participants in which experiences may be used to gain competence and confidence in their interpersonal skills;
- developing skills in participants to identify and help meet fellow student needs;
- encouraging all students to be independent and make responsible decisions;
- encouraging use of the support of peer groups to develop skills to manage difficult situations;
- helping create a positive, supportive, and caring environment for all stakeholders within the school.

Other programs include:

- Leadership
- Connections
- SADD
- Community Helpers

### B. Program Design

Target **recruiting** audience:

The program seeks interested students who are able to:

- be reliable/dependable
- assume responsibilities, take initiative
- work with a group of students
- show a genuine concern for others
- be comfortable meeting new people
- make a time commitment to the program
- demonstrate a degree of maturity
- maintain confidentiality
- utilize some leadership qualities
- demonstrate good communication skills
- present a positive overall attitude



### EXTRA-CURRICULAR SPORTS

The ultimate decision in participating in extra-curricular activities must rest with the individual and their parents. If a student is having problems in school or with their progress in a course, their involvement in extra-curricular activities may be reviewed with the respective teacher, coach, school administration and the parents.

Sport	Season	Sports Fee
Mountain Biking	September	
Golf	September	\$160.00
Sr. Volleyball	Sept – Nov.	\$465.00
Jr. Varsity Volleyball	Sept – Nov.	\$170.00
Sr. Cross Country	Sept – Oct.	\$50.00
Jr. Cross Country	Sept – Oct.	\$30.00
Wrestling	Oct-Jan.	\$100.00
Sr. Basketball	Dec – March.	\$450.00
Jr. Varsity Basketball	Dec – March.	\$170.00
Curling	Dec – March.	
Sr. Badminton	Feb. – April.	\$40.00
Jr. Badminton	Feb. – April.	\$30.00
Sr. Track/Field	April – May.	\$50.00
Jr. Track/Field	April – May.	\$40.00
Rugby	April-May	

Arrangements may be made regarding payment of fees.

Additional fees may result if travel costs become higher than expected. Any family unable to afford fees may speak to the Principal for possible alternative payment or waiving of fees where all other avenues of financial support have been accessed.

All fees must be handed in with the registration form. Any player that doesn't pay the fee will not be registered and therefore will not play.

# APRIL

S	M	T	W	T	F	S
						1 Eng 30-1 & 30-2 Part B
2	3	4 PD Tuesday	5 Eng 30-1 & 30-2 Part A	6 Social 30-1 & 30-2 Part A	7 Family Friday Spring Break Apr 7-17 No Classes	8
9	10 Social 30-1 & 30-2 Part B Spring Break No Classes	11 Chem 30 Math 30-1 & 30-2 Spring Break No Classes	12 Bio 30 Physics 30 Spring Break No Classes	13 Science 30 Spring Break No Classes	14 Good Friday No Classes	15
16	17 Easter Monday No Classes	18 PD Tuesday	19 District 3 Badminton	20	21	22
23	24	25 School Council	26 Badminton Zones	27	28	29 District Badminton
30						



## INTRAMURALS

The Physical Education department organizes a noon-hour program of intramurals for the enjoyment of students. Check for activities, rules and playing schedules on the intramural board outside the gymnasium or talk to any member of the Physical Education staff. Students wishing to assist with the intramural program should speak to Student Services regarding credits in Work Experience or Special Projects.

## PHYSICAL EDUCATION POLICY

For safety and hygienic reasons it is expected that all students will change into appropriate gym wear during physical education classes. Proper indoor runners are required when classes are held in the fieldhouse or other areas of the BOLD Centre. We model PRIDE COMMITMENT RESPECT in JAWS Athletics.

## YEARBOOK COMMITTEE

Each year students and staff work together to produce a record of the activities that took place at J.A. Williams High School over the course of the school term. Interested students should contact Mr. Donovan for the name of the staff advisor to the yearbook and possible meeting times. Those students interested in a video yearbook are encouraged to contact the office to discuss the plan and any possible credits they would be able to receive.



## JAWS OF LIFE

Students and staff publish a school newspaper that is circulated to each home along with progress reports. Students are able to explore a number of aspects of journalism through their involvement in the JAWS of Life, including reporting, digital photography, and advertising. Students are certainly encouraged to contact Mr. Jordan for more information.

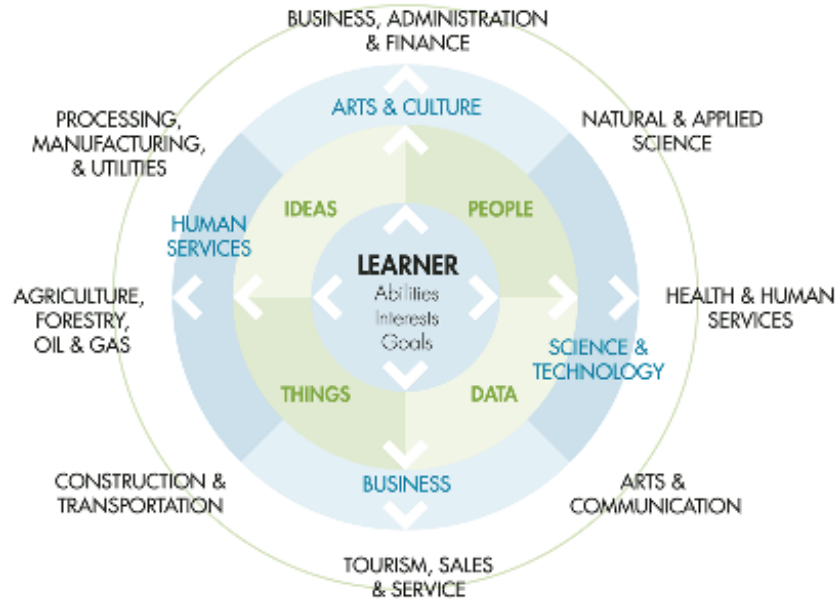
## STUDENT SERVICES

J.A. Williams High School student services include two student advocacy counselors for individual or group personal counseling, two career and academic counselors, a FNMI graduation coach, as well as an inclusive education (special needs) co-ordinator. Their efforts are complemented with the services of external agencies such as mental health counselors, addictions counselors, behavior specialists, occupational and speech therapists, and local law enforcement agencies. Students may seek advice on school programming or career counseling as it relates to their program and their goals. Personal counseling is available by all members of the department through referral. Students are requested to make appointments with the counseling staff, and are encouraged to avoid missing class to access counseling services. However, if it cannot be avoided, arrangements with the classroom teacher may be made prior to the appointment.

# MAY

S	M	T	W	T	F	S
	1	2 PD Tuesday	3 PT Interviews (4-7)	4	5 Family Friday No Classes	6
7	8	9 Grade 9 L.A. PD Tuesday	10	11	12	13
14	15	16 PD Tuesday	17 Track & Field Districts	18	19 Family Friday No Classes	20
21	22 Victoria Day No Classes	23 School Council	24 Track & Field Zones	25	26	27
28	29	30	31 Track & Field Wards			

## CTS COURSES AND PATHWAYS



Within each cluster are occupational areas that contain courses related to specific areas of work. There are a total of 28 occupational areas in CTS. Each occupational area is comprised of a group of courses designed to support positive career and occupational opportunities for students. Students can explore their interests by selecting and creating personalized pathways.

A **pathway** is a selection of courses to give students the opportunity to explore and acquire the attitudes, skills and knowledge for a career that is relevant to their interests. Pathways support goals that may include university, college, apprentice training or moving directly into the workforce. Teachers and students can select and combine CTS courses to create pathways for exploration, specialization and credentialing.

Each CTS course at the introductory, intermediate or advanced level represents approximately 25 hours of instruction. Some courses require one or more prerequisites which are essential for maintaining safety standards, appropriate instructional sequencing and articulation with post-secondary programs.

- Business, Administration and Finance
- Natural and Applied Science
- Health and Human Services
- Arts and Communication
- Tourism, Sales and Service
- Construction and Transportation
- Agriculture, Forestry, Oil and Gas
- Processing, Manufacturing and Utilities

### • **BIT: Business, Administration, Finance & Information Technology**

The BIT cluster focuses on the management, marketing and use of electronic technologies to access, use and manipulate information within personal, family, workplace, community and global contexts. Students are challenged to expand their confidence, experience and skills as innovators and leaders.

### • **HRH: Health, Recreation & Human Services**

The HRH cluster focuses on a vast array of challenging and rewarding careers in health care, community supports, recreation, cosmetology, food services, tourism and law.

### • **MDC: Media, Design & Communication Arts**

The MDC cluster is designed to provide students the flexibility to adapt to various situations relating to design, communication and esthetics. Courses relate to art and culture, such as the performing arts, film and video, broadcasting, journalism, writing, creative design, fashion, libraries and museums.

### • **NAT: Natural Resources**

The NAT cluster focuses on conservation and the sustainable use of natural resources. Students develop the motivation and commitment to work individually and collectively as private citizens and members of the workforce toward the conservation and responsible use of air, energy, forests, land, minerals, water and wildlife.

### • **TMT: Trades, Manufacturing & Transportation**

The TMT cluster focuses on skills and knowledge related to the design, construction, fabrication and maintenance of a product. Courses relate to manufacturing, processing, utilities, construction, mechanics, fabrication, trades supervision, trades contracting, logistics, transportation and heavy equipment.

## SCHOLARSHIPS

Scholarships are available to students starting in grade ten. It is very important for students to realize that their academic record is calculated from their grade ten year for some scholarships, such as the Rutherford. There are many more scholarships students may apply. Students who wish to apply to scholarships can find information at Student Services. Students may visit the school website to review policy guidelines and deadlines. All Academic awards will be recognized during the awards ceremony in the fall or on date to be announced.

# JUNE

S	M	T	W	T	F	S
				1	2 Provincial Track - Edmonton	3 Provincial Track - Edmonton
4	5	6 PD Tuesday	7	8 District Track & Field	9	10
11	12	13 PD Tuesday	14	15 English 30-1 & 30-2 Part A	16 Social 30-1 & 30-2 Part A	17
18	19	20 PD Tuesday	21 National Aboriginal Day	22 English 30-1 & 30-2 Part B	23 Social 30-1 & 30-2 Part B	24
25	26 Grade 9 Social Math 30-1 & 30-2	27 Grade 9 L.A. Part B Chemistry 30 School Council	28 Grade 9 Math Biology 30 Last Day for Students	29 Grade 9 Science Physics 30 Science 30 Last Day for Staff	30	

## REGISTERED APPRENTICESHIP TRAINING (R.A.P.)

The Registered Apprenticeship Program is a modified apprenticeship program that permits a high school student to become an apprentice while attending high school. A RAP apprentice accumulates hours of on the job training as credit towards his or her apprenticeship and credit toward a high school diploma. For more information see Mrs. Dribnenki in Student Services.

## ALBERTA GREEN CERTIFICATE

In co-operation with the farming industry, Alberta Agriculture, Food and Rural Development has managed an apprentice-style skill training program in the area of cow-calf production, dairy farming, feedlot beef operation, irrigated crop farming, sheep and swine skills. The program begins at the Technician level and progresses to the Supervisory level and ultimately to the Business Manager level.

The Green Certificate program requires a teacher supervisor as well as evaluations done by Alberta Agriculture staff in one of the two following situations:

The students work and train on a home farm business with an appropriate family member designated as the trainer or;

The students work and train with a local cooperating farm business who has been approved by a school system staff. The job site trainer is then selected from the cooperating farm business.

For more information visit Mrs. Dribnenki in Student Services.

## LIBRARY LEARNING COMMONS

All students registered at J.A. Williams High School are accorded privileges at our library, which includes borrowing books, signing out textbooks, and accessing research and tutorials based on availability of our learning commons co-ordinator and educational assistants. Students are responsible for all materials signed out of the library, and may lose their privileges should books not be returned in a timely fashion. The hours of operation for the library are 8:30am – 3:30pm daily. All textbooks will also be checked out of the library. Students will be charged for textbooks not returned to the library.

## CAFETERIA

The school cafeteria is open from 8:30am – 3:00pm for student use. Students on spare are expected to be either in the cafeteria or in the library completing homework. Since the school operates a cafeteria, it is expected that students will take responsibility for any food or drink items; JAWS students clean up after themselves and do not create messes for others. A menu for the cafeteria is posted in the cafeteria. Prepaid lunch cards available to staff and students at the front office. Students not on spare will require written permission from their teacher to access cafeteria services during class time.

## CLUBS

**GET INVOLVED:** Students wishing to form a school related club should make their interests known to a teacher or administration and every effort will be made to organize appropriate clubs.

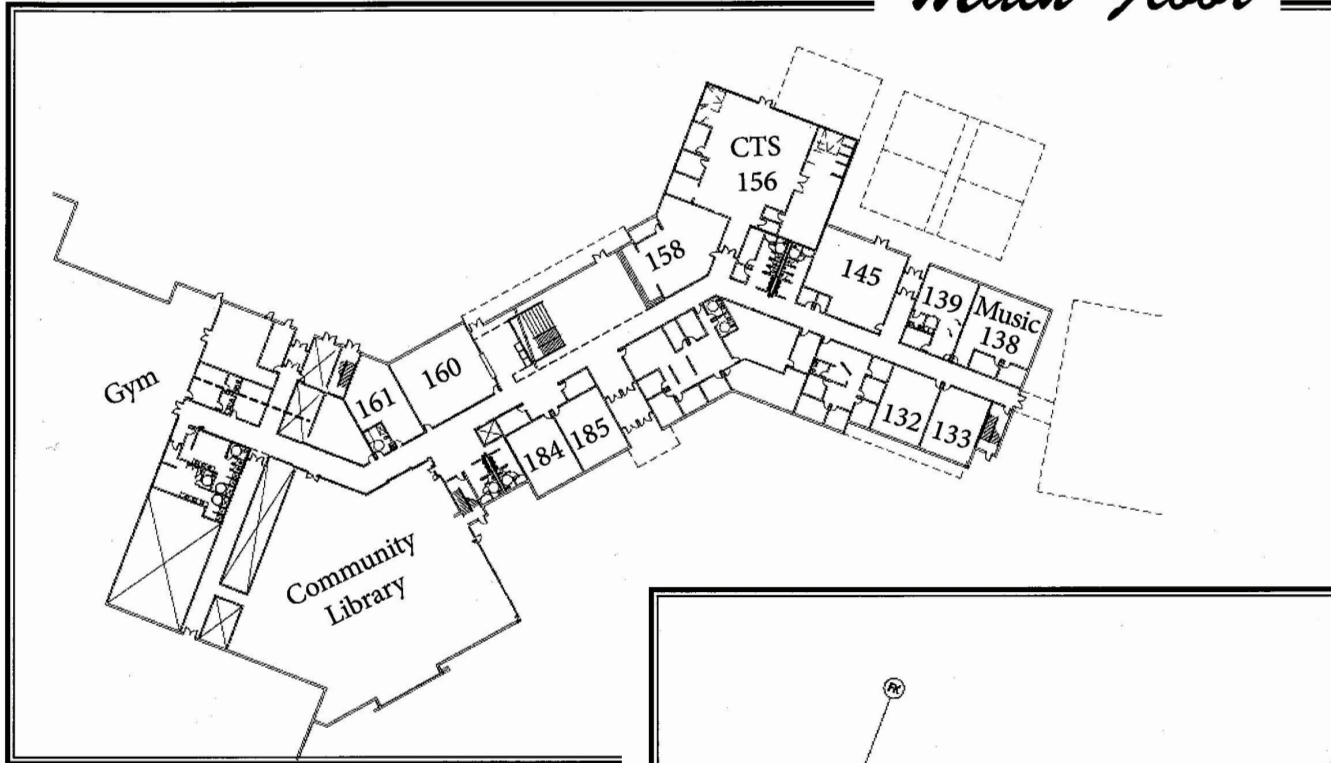




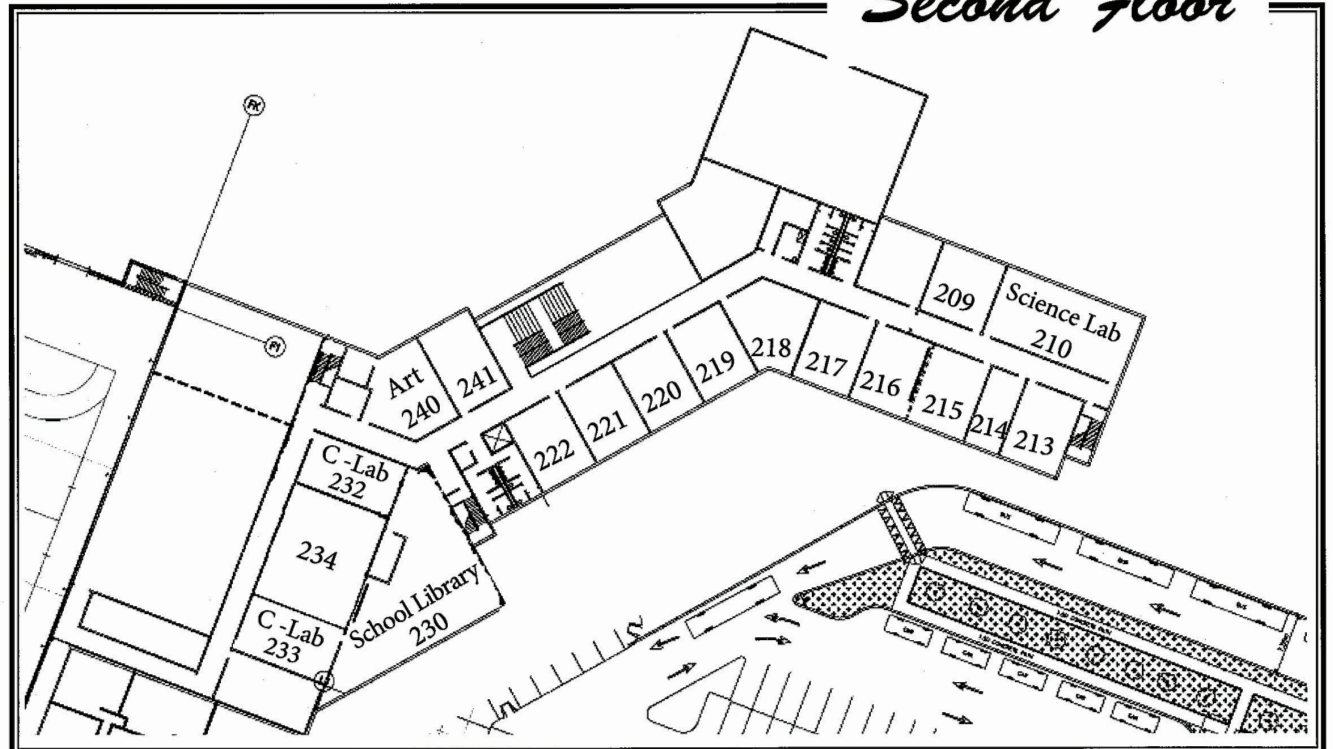
# JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# Main Floor



# Second Floor



# AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

