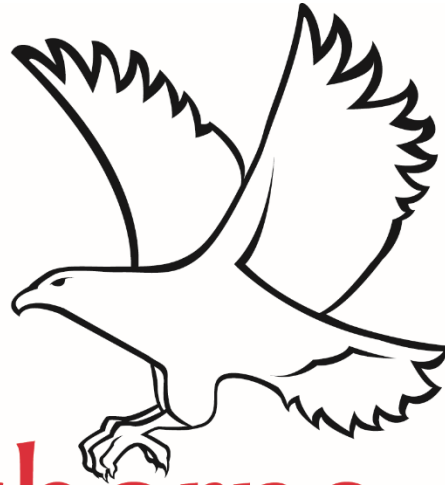


Student Handbook 2023 - 24

F.R. Haythorne Junior High School



F.R. Haythorne
JUNIOR HIGH SCHOOL

Welcome to F.R. Haythorne Junior High School

The staff at F.R. Haythorne Junior High welcomes all returning students and extends a special welcome to all new students. We know that you are eager to share in the many academic, athletic and social activities that make this an excellent school. We encourage you to get involved and add to the pride that students past and present have for our school.

We have very high expectations for daily behaviour and academic success. We expect nothing less than your personal best. Your personal best will be achieved with a positive attitude, cooperation, having respect for yourself and others, and taking responsibility for your actions.

This student handbook provides the information you need to be successful at F.R. Haythorne. It is an excellent reference that you are expected to use daily.

Mission Statement

Through the building of relationships, we create an environment that inspires everyone to be well-rounded, grounded, respectful and committed to learning.

Accidents

If an accident occurs on school premises, a staff member should be notified immediately. First aid and ice packs are available at the school office. In the event of a serious injury, the student is given first aid by certified staff and parents/guardians will be notified or requested to pick up the student. If parents are unavailable, staff will use their discretion and may call an ambulance if immediate attention is needed for an illness or injury.

Alcohol/Drugs/Smoking/Vaping

The possession and/or use of controlled substances, smoking, e-cigarettes, vaping and /or alcohol in the school, on school property or during school-related field trips by students is prohibited and will result in suspension.

Trafficking of controlled substances and/or alcohol will result in an immediate suspension with a recommendation for expulsion. If there is reason to believe that a student is in possession of a controlled substance(s), the student's locker, personal belongings and person may be searched.

Students with repeat offences may be fined according to the Tobacco, Smoking and Vaping Reduction Act. Fines begin at \$120.00.

Allergies/Medical Alerts

Students with severe allergies or serious medical conditions must inform the office, and parents/guardians are required to complete the appropriate medical consent forms. Any medication administered at school is required to be stored in office, with the exception of EpiPens and other medical equipment which the student should have on their person at all times.

Arriving Early to School

Students should not arrive before 8:15 a.m. unless they have a meeting or practice. Students who are dropped off at school before 8:15 a.m. will wait outside until the school doors are opened at 8:20 a.m.

Assignments

Students are expected to complete all the assignments for their core and options classes to the best of their ability, completely and on time in order to meet the learning outcomes for a course. It is expected that all students submit their own original work. Plagiarism and use of Artificial Intelligence will have significant consequences.

Athletic Teams

Our Athletic Program at F.R. Haythorne includes junior and senior teams for boys and girls in Volleyball, Basketball Handball and Badminton, as well as joint teams in Cross Country, Golf and Track and Field. We encourage students to listen to announcements carefully for opportunities to try out for the various teams. The focus of all our teams is player development, sportsmanship, and enjoyment.

Attendance

The Education Act requires that each student is in regular attendance throughout the school year. Parents are required to notify the school if a student is going to be absent or will be arriving late or leaving early. If a student is absent or late and we have not received a call or a note, we will contact parents/guardians.

It is the student's responsibility to collect missed work and to complete assignments missed during any absence. Any work that is missed can be found on each teacher's Brightspace classroom.

Backpacks/Bags

Students may carry their books and necessary supplies to and from school in backpacks. Backpacks are not to be used to carry books during the school day unless there are exceptional circumstances. Students should prepare for two periods at a time during the school day. Locker breaks occur between Periods 2 and 3 and at noon. Backpacks are the student's property but may be searched by staff if there are grounds for suspicion of items that may compromise health or safety.

Bicycles/Skateboards/Scooters

Students may ride their bikes, scooters, and skateboards to and from school. Bicycles and scooters **MUST** be locked up using the school bike racks. Students may not carry passengers on their bikes, scooters or skateboards, and may not ride on school property. We ask that all students stay away from the bike racks during the day. Helmets are mandatory.

The use of this equipment is the student's responsibility and expensive equipment is brought to school at your own risk. Theft or vandalism of these items will be investigated by the R.C.M.P.

Bullying and Harassment

Bullying will not be tolerated at F.R. Haythorne Junior High

According to Alberta Education, bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal, social, physical or cyberbullying.

Verbal Bullying

- name-calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.

Social Bullying

- mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.

Physical Bullying

- hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

Cyberbullying

- using the internet or text messaging to intimidate, put down or spread rumours about someone.

Note: for us to respond to an incident of bullying, it must be reported to us in a timely manner. If we are not aware of the problem, it cannot be dealt with proactively.

Bus Behaviour

Elk Island Public School district requires that order and discipline be maintained on school buses to ensure the safety of all students and staff. Students are expected to be aware of and abide by the rules of behaviour on buses, at bus stops and at transfer locations. The EIPS transportation rules will be given to every bus student at the start of the year. Students may only ride their assigned bus. Should a student need to ride a different bus, EIPS transportation must be contacted, as bus drivers will not accept written notes. Misbehaviour on the bus may result in a bus driver referral to the school administration with appropriate consequences. Students may lose the privilege of riding on the bus.

Cheating/Plagiarism

Any student who is observed cheating, has been discovered to have cheated, or has plagiarized, will be referred to the office for a conversation including the student, the teacher and admin. The parents/guardians will be contacted to discuss the consequence. It will be the student's responsibility to demonstrate the learning outcome in a manner decided upon by the teacher.

Damaged Materials and Equipment

Students are responsible for any damage to school property. A bill may be issued to repair or replace the item. In the event of an accident, the administration will use discretion as to the replacement or repair of the material or equipment. Students that commit any vandalism to school property will be charged the repair or replacement cost.

Detentions

Detentions will be assigned for the following reasons: negative referrals, disruptive behaviour, arriving late to class and truancy. Detention begins right after the lunch bell. Students are to take their lunch and materials with them and work quietly on their assignments. Failure to attend assigned detention will result in further consequences.

Doors

All the school exterior doors are locked during instructional time except for the main doors. Students should not let anyone in any of the doors when class is in session. Visitors or students should enter through the main doors.

Early Dismissal Days

The first Wednesday of each month is an early dismissal day for a staff meeting. Students are dismissed at 2:11 p.m. The early day bell schedule will be followed on these days.

Emergency Drills

Several practice drills are held throughout the year to prepare students for internal and external emergencies. Guidelines for these drills are reviewed by students and staff regularly. It is vital that students cooperate fully with the staff and conduct themselves in absolute silence. If a fire bell sounds during breaks or the lunch hour,

students should use the nearest exit to leave the school and proceed to the designated outside area to assemble with their homeroom class. A signal will be given when it is safe to return to the building. During inclement weather, students may be moved to Bev Facey High School.

Field Trips

Students have a responsibility to maintain the highest standard of conduct wherever and whenever they are representing F.R. Haythorne School. Since a field trip is an extension of the school, all school regulations apply.

Footwear

All students must wear footwear in case of evacuation. Shoes with non-marking soles are required for use at school and in the gymnasium. All students and visitors are asked to help keep the school clean and remove snow, mud or dirt at the provided doormats.

Holidays during Instructional Time

Holidays during instructional time are strongly discouraged. Should a student need to miss instructional time, it is their responsibility to notify the school office of the absence. Teachers are not required to provide homework in advance to students going on vacations. Students can access any work during vacations through Brightspace.

Internet / Email / Computer Usage

Students are expected to abide by the Student Responsible Technology User Agreement that is signed by every student and their parent/guardian upon registration. The agreement includes guidelines for the responsible use of personal communication devices and school-accessed technology devices.

Computers and Chromebooks for student use are available in the library and in the computer lab.

In-School Suspensions

In-school suspensions are given by the administration as part of the School Behaviour Plan and may vary in length. In-school suspensions are served in the office. Students are not allowed in the hallways during regularly scheduled breaks. Teachers provide work for students to complete while on an in-school suspension.

Intramurals/Lunchtime Activities

F.R. Haythorne has physical activities and a variety of clubs available almost every day at lunch. Activities are organized and supervised by staff.

Lates

Students who arrive at school late at the start of the morning or afternoon must go to the office where they will receive a late slip to hand to their teacher. Students who routinely arrive late to a teacher's class will be referred to administration.

Leaving School Early

Procedures when students leave early:

- i. Bring a note from parents or have parents/guardians contact the school.
- ii. Bring the note to the office before going to class.
- iii. Under no circumstances can students leave school during the day without checking out of the office first.

Library

The library is to be used for the purposes of recreational reading, private study, and research work, completion of homework and computer work. When students sign out material, they accept responsibility for its return in the same condition as when it was borrowed. Students will be charged for lost or damaged books.

Lockers/Locks

Lockers and locks are provided for the convenience of students but remain the property of the school. Students can only use school locks, and administrators will remove locks that do not belong to the school. Lockers may be opened and examined by school staff at any time if there are suspicions about their content for safety, health, or disciplinary reasons. It is Students are expected to keep the locker clean and neat. If a student loses a lock, \$10.00 must be paid to receive a new one. If the lock is found, this money is refunded. **Students should not tell anyone their combination.**

The content of student lockers must comply with all regulations and should there be suspicion of illegal substances, weapons, stolen property or inappropriate material in a locker, the locker may be searched by the administration.

Lunch

Students can eat in designated eating areas at lunch. Students that are going home for lunch, must have parent permission and should leave right at the beginning of the eating portion and return before the end of the lunch hour.

Students are expected to clean up after themselves and make sure all garbage is disposed of properly.

Medication

Over-the-counter pain relievers are not available from the school office. The school office staff may administer prescription medicine if we have written permission from parents or guardians on a school medical form.

Nut Aware

There are students at F.R. Haythorne Junior High with a severe allergy to nuts or exposure to nut residues. In some cases, this may pose life-threatening health challenges. We ask that students bring nut-free food to the school.

Personal Communication Devices

Technology serves a purpose which should be identifiable and educationally valid. Cell phones and other electronic devices, including smartwatches, are allowed in the school unless this privilege is revoked by the principal or assistant principal. If parents/guardians choose to send a device to school with their child, the school requires that:

- be left in the student's locker during class time
- always be on "silent" mode
- be used responsibly at approved times and at the discretion of the teacher and/or administration
- not be shared with other students
- not be used for digital recordings of **any students or staff** (no photos, videos, voice recordings, etc.)
- Not be used to access restricted or adult content material, software or applications. (This is a parental responsibility)

Students may use their cell phones before school, during the 8-minute class breaks or during lunch break, or as directed by staff. Bringing mobile devices to school can be a risk and as such, the school is not responsible for the loss or damage of these items. A courtesy telephone is available in the office for student use.

Failure to adhere to the personal communication device policy(s) above will result in the following consequences.

1st Offence - the teacher will verbally warn the student and make a record of it in PowerSchool.

2nd Offence - the PCD will be confiscated by a staff member who will deliver it to the office. The student will be permitted to collect their PCD at the end of the school day. Parent or guardian will be notified.

3rd Offence - the PCD will be confiscated and will remain in the office until a parent or guardian is available to collect the PCD.

4th Offence - school discipline

Photographs/ Video Recording

Students are prohibited from taking photos / video-recording / voice-recording in the school or on school property unless express permission has been given by a staff member for a school-related project. Students cannot take photos of classmates or staff without their permission. Students should not post photos or videos of students, staff or school events, without the appropriate permission, on personal social media websites. School administration reserve the right to review any material or content to monitor files in order to determine appropriate use.

Positive Referrals (Awesome Citation)

Students receive positive referrals from staff throughout the year for displaying leadership, putting in extra effort, demonstrating our character education virtues, giving service to the school or for personal growth. Students will take their awesome citation to the office to receive a token of appreciation.

PowerSchool

Students and parents are encouraged to use the PowerSchool portal that connects them to the teachers' Grade Books and will provide ongoing assessment information, comments and absence information in real-time. Individual assignment marks and comments can be viewed for each course; cumulative marks will be calculated and continuously displayed during the school year.

Passwords are provided to parents and students from the school office if requested. In the case of a lost or forgotten login id or password, the office can reset and provide a new one.

Report cards are shared electronically through Powerschool. Powerschool should be reviewed regularly to ensure that parents and students are aware of academic progress.

Scent Awareness

Some students and staff members may be particularly sensitive to certain scents; this sensitivity may pose serious health problems. Please be aware when applying scented products.

School Code of Conduct

The underlying philosophy of the F.R. Haythorne Junior High behaviour plan is that all students have the right to learn in a positive environment. A positive learning environment is one in which students are encouraged to make appropriate choices and are responsible for their own behaviour.

We expect that our students will be safe, respectful and always try their best. This includes regular and punctual attendance as well.

Elk Island Public Schools is committed to ensuring each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

The primary focus of the Student Code of Conduct is to help students learn how to:

- resolve issues peacefully;
- develop empathy; and
- contribute to a welcoming, caring, respectful and safe learning environments that foster diversity and nurture a sense of belonging and a positive sense of self.

Students are expected to learn, practice and develop such personal and interpersonal character traits and to contribute to the development of welcoming, caring, respectful and safe learning environments.

Students are further expected to respect diversity and refrain from demonstrating any form of discrimination as set out in the Canadian Charter of Rights and Freedoms, the Alberta Human Rights Act and the Education Act. As a fundamental principle and as a matter of public policy, EIPS believes all students have the right to learn in settings that promote equality of opportunity, dignity and respect, without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. As such, students are expected to foster a sense of belonging among all students.

Unacceptable student behaviour may be grounds for disciplinary action and provides an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, conflict resolution, communication, and social skills development.

Consequences of unacceptable behaviour consider the student's age, maturity, individual circumstances, and frequency of misconduct. The specific circumstances of the situation and of the student shall be considered when determining appropriate consequences.

While this code of conduct addresses consequences for inappropriate behaviour, support shall be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour.

The consequences of unacceptable behaviour may include but are not limited to:

- assignment of a student to an alternate supervised location, when behaviour is unacceptable, disruptive, or destructive;
- short term removal of privileges;
- detention;
- use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others;
- interventions such as positive behaviour support, community conferencing, or other forms of restorative justice;
- replacement of or payment for damage to school property;
- suspension; and/or
- recommendation for expulsion.

Security Cameras/Video

F.R. Haythorne Junior High has security cameras mounted inside and outside the school. The cameras record all activity 24 hours a day.

Student Dress

In establishing and providing for a respectful, safe, and secure school environment, the wearing of appropriate clothing by students is important. F.R. Haythorne expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event.

Appropriate clothing is that which is acceptable to the established norms of the school community, staff and school administration. General guidelines for all students include:

- Shoes must always be worn.
- Unsuitable clothing also includes items that display explicit language, violence, racism, drugs/alcohol, inappropriate signs and symbols, or are sexual in nature.

Students who do not meet the clothing expectations will be asked to make the appropriate clothing change to meet expectations.

Valuables / Personal Property / Lost and Found

Students are responsible for their personal property. Students are encouraged to leave valuable items at home to avoid any disappointment if items are lost, damaged or stolen. Students must always ensure that money and valuables are secured and locked up. We will do our best to investigate reports of missing personal property.

F.R. Haythorne Junior High students have an excellent history of turning found items into the office, and we strongly encourage the continuation of this practice. The lost and found is located by the Hawk's Nest.

Visitors for Students

For student and staff safety and security, visitors are not permitted during school time. Items to be dropped off can be done so through the office.

Volunteerism/ Volunteers

Volunteerism is emphasized at F.R. Haythorne. There are many opportunities for students, parents and staff to get involved in school-related and community-partnered activities.