



Leo Hayes High School

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Fredericton, NB

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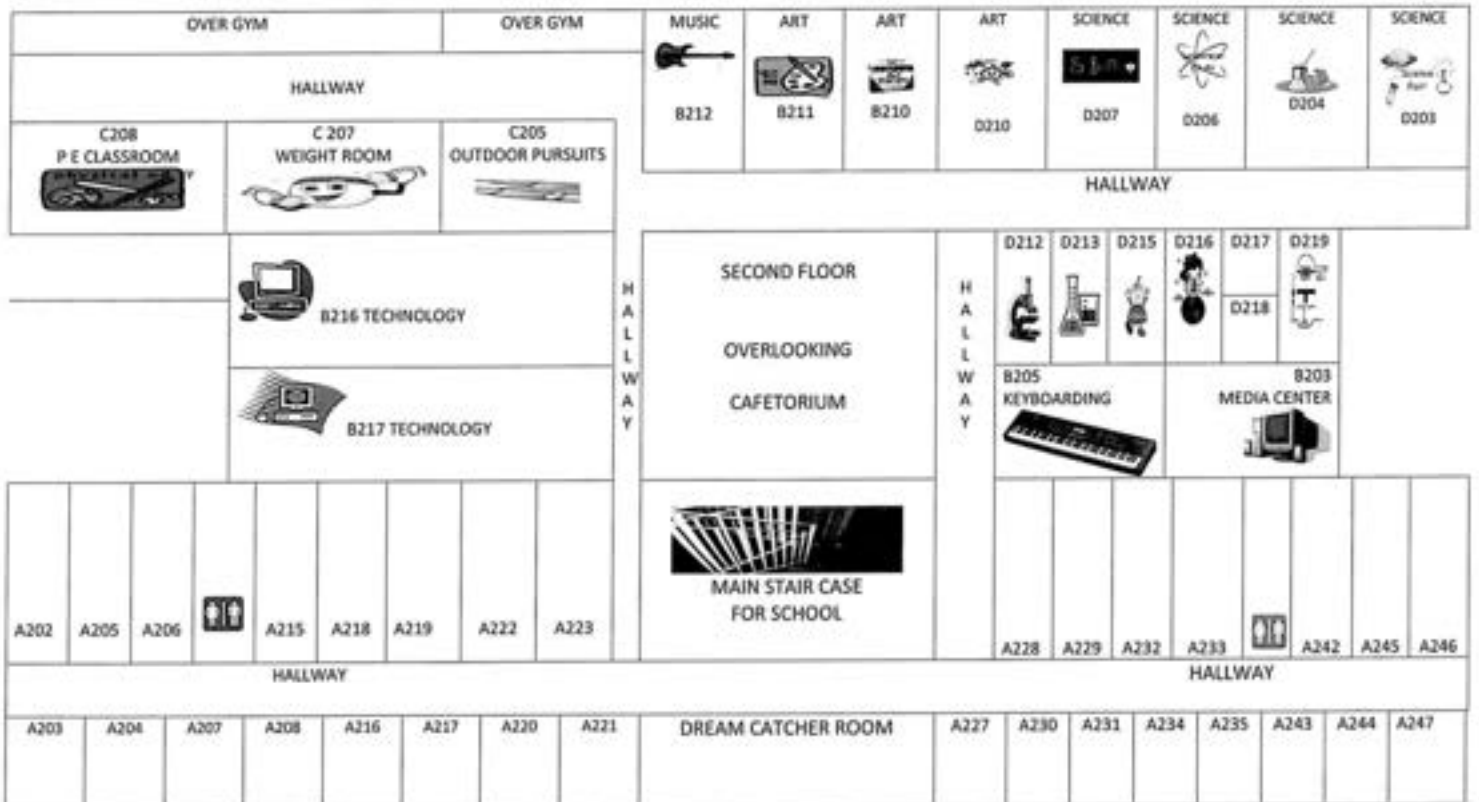
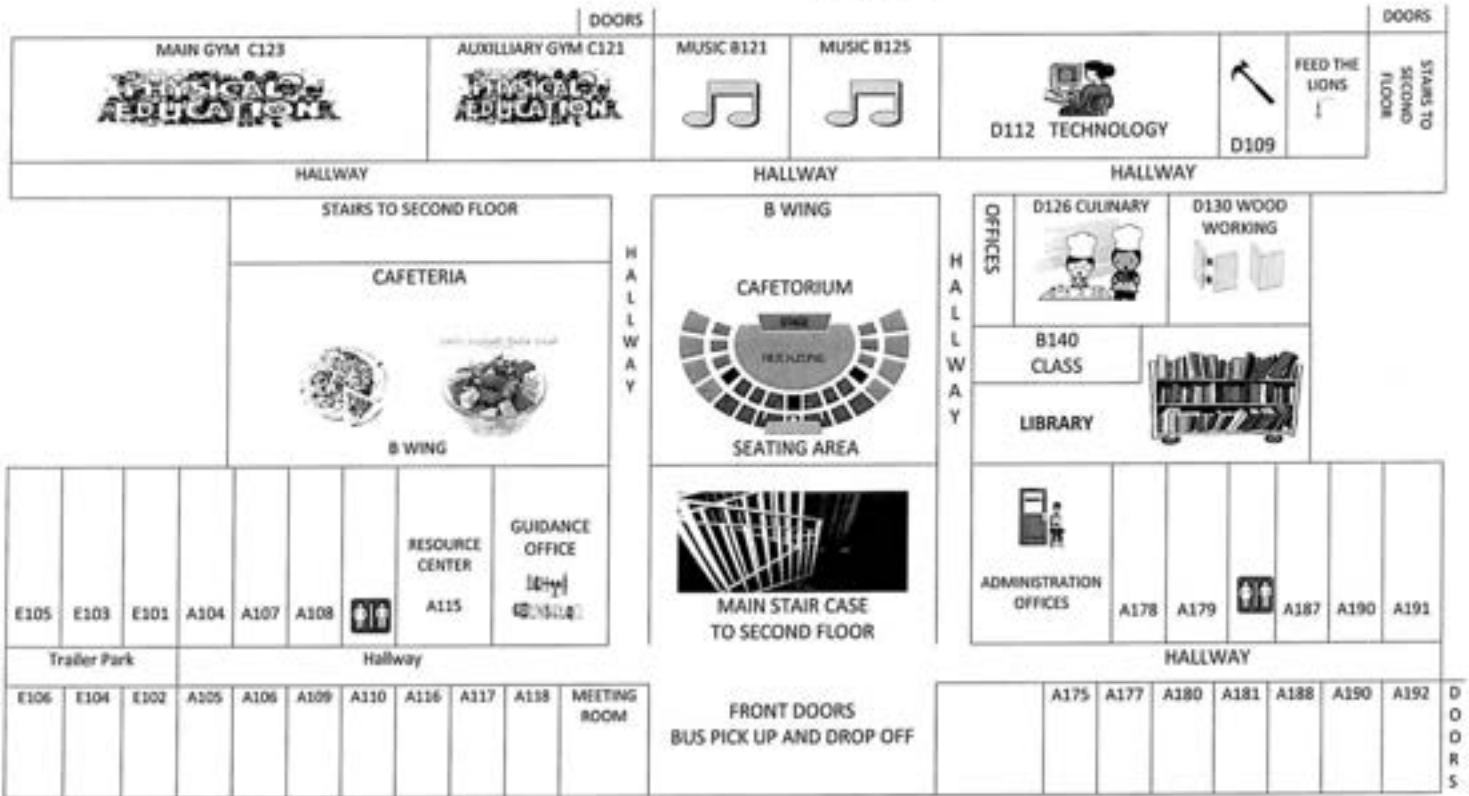
Vision

LHHS is an inclusive community of learners committed to building relationships, valuing wellness, and igniting curiosity.



Leo Hayes High School Map

DRILL UP JUNIORS



Principal's Message

I would like to welcome all of you to Leo Hayes High School. Our Leo Hayes High School staff does a tremendous job as we strive to meet the needs of all our students in a respectful and caring way. We value relationships that lead to positive interactions which encourage engagement in learning and wellness. At Leo Hayes High School, we pride ourselves in offering a wide variety of clubs and activities for students. I would encourage you to respect and support each other, set goals and invest in your studies, get involved with activities that you enjoy and will enhance your student life, and make the most of your experiences as a student at Leo Hayes High School. Go Lions!

Kendra Frizzell

Administration

Vice-Principal	Natalie Capson-Daniels	A - Cl and No - Pa
Vice-Principal	Nancy Benjamin	Cm - G and Mn - Nn
Vice-Principal	Dan Wilton	H - Mb and Mc - Mm
Vice-Principal	Shaun Davis	Rf - Z and Pb - Re

SPR/Departments

Dominic Leach	Alternative Education and Interventions
Mariecke Leavitt	Applied Arts
Josh Collins	Athletic Director
Mariecke Leavitt	Fine Arts
Tracy Gatto	Guidance
Joanne McDonald	ESS SPR
Jonathan Wilson	Humanities, School Planning and Professional Learning
Tanya McBride	Inclusive Education
Rose LeBlanc	Languages, Student Culture and Engagement
Cindy Grasse	Math and Data
Michelle Wuest	School Planning and Professional Learning, English
Lisa Holyoke-Walsh	Science
Shane Hoyt	Skilled Trades, Technology and Business
Shelley Hanson	Wellness and Career Connected

Guidance

Deborah Phillips	First Nations
Kristen Piercy	A - Co
Michael Sorensen	Cr - He
Jenna O'Keefe	Hi - McG
Jane Stinson	Mch - R
Tracy Gatto	S - Z

Resource

Tanya McBride	
Ryan McNally	
Erik Mooers	
Tirésa Lancaster	A-Co
Laura Noble	Cr-He
Scott Hachey/Brenda Graves	Hi-McG
Bev Rankin	McH-R
Chris Skead/Peter Hobbes	S-Z

Daily Bell Schedule

PLC Time

8:10 AM to 8:40 AM
(Warning Bell at 8:40 AM)

Homeroom

8:45 AM to 8:55 AM

Period 1

9:00 AM to 10:00 AM

Nutrition Break - 10:00 AM to 10:10 AM

Period 2

10:10 AM to 11:10 AM

Period 3

11:15 AM to 12:15 PM

LUNCH

12:15 PM to 1:15 PM (warning bell at 1:10 PM)

Period 4

1:20 PM to 2:20 PM

Break - 2:20 PM to 2:25 PM

Period 5

2:25 PM to 3:25 PM

Extended Bell Schedule

PLC Time

8:10 AM to 8:40 AM
(Warning Bell at 8:40 AM)

Homeroom

8:45 AM to 9:25 AM

Period 1

9:30 AM to 10:20 AM

Nutrition Break - 10:20 AM to 10:30 AM

Period 2

10:30 AM to 11:20 AM

Period 3

11:25 AM to 12:15 PM

LUNCH

12:15 PM to 1:15 PM (warning bell at 1:10 PM)

Period 4


1:20 PM to 2:20 PM

Break - 2:20 PM to 2:25 PM

Period 5

2:25 PM to 3:25 PM

Routine/Setting

	HALLWAYS	CLASSROOM	SOCIAL MEDIA	ALL SETTINGS
E X P E C T A T I O N S	<p>R Responsible</p> <p>Move efficiently and effectively</p> <p>Keep your hands and feet to self</p> <p>Have a hall pass during class time</p>	<p>Attend and be on time</p> <p>Be on task and engaged</p> <p>Be prepared to pass in assignments as due</p> <p>Use personal technology when needed</p>	<p>Pause before you post</p> <p>Be kind and sensitive to others</p> <p>Create a positive digital footprint</p>	<p>Choose positive actions and behaviours</p> <p>Be accountable for your behavior</p> <p>Report safety concerns</p> <p>Clean up after yourself and show care for your environment</p>
	<p>O Organized</p> <p>Keep to the right</p> <p>Minimize locker time</p>	<p>Be on time</p> <p>Be prepared with organized materials</p> <p>Be ready and attentive to learn at the start of class</p>	<p>Be mindful of who you are interacting and sharing with on-line</p> <p>Manage the time you use on-line effectively</p>	<p>Be prepared</p> <p>Be where you are expected to be</p>
	<p>A Aware</p> <p>Keep your head up and look around</p> <p>Respect personal space</p> <p>Be alert</p>	<p>Recognize opportunities for choices in learning</p> <p>Be thoughtful of the learning environment and all learners</p>	<p>Be mindful of your purpose and audience</p> <p>You have a digital footprint that stays with you forever</p>	<p>Be alert</p> <p>Take pride in your school and be welcoming to everyone</p> <p>Respect personal space</p> <p>Be mindful of how you impact others</p>
	<p>R Respectful</p> <p>Use courtesy in allowing others to cross halls or merge in to flow</p> <p>Use appropriate language and volume</p> <p>Reply to everyone with a respectful tone</p>	<p>Listen to others</p> <p>Support the work of the teacher and other students</p> <p>Appreciate diversity and accept differences</p>	<p>Use language and comments that are polite, sensitive and considerate</p> <p>Understand that everything is not for sharing</p>	<p>Use a calm voice and appropriate language</p> <p>Be polite and kind</p>

Code of Student Conduct

At Leo Hayes High School, students are important partners in the learning process. In this partnership, students are asked to make a commitment to their learning and to take responsibility for their behaviours. In return, students can expect to be treated with fairness, respect, and consistency. High standards of performance and behaviour are the tradition at Leo Hayes and will be expected of all students.

As stated in the Department of Education & Early Child Development's Positive Learning Environment Policy (Policy 703) "the goal of discipline is to help pupils learn appropriate, productive behaviours which will enable them to meet their needs and pursue their goals". As students are partners in the learning process, they must take responsibility for their learning and behaviour. When a student fails to adhere to established policies and /or fails to adhere to the duties of pupils as stated in the New Brunswick Education Act, it becomes necessary to take some corrective action. As we develop a positive learning environment in which students need to learn, and teachers need to teach efficiently and effectively, people must respect each other's rights.

Objectives

- To ensure and nurture the physical, social, intellectual and emotional development of all students.
- To promote a safe and secure learning environment free from unnecessary interruptions or interference.
- To foster mutual respect and to recognize the worth of each individual.
- To guide student behaviour by emphasizing positive decision making.
- To stress each student's responsibility for schoolwork, behaviour, and care of school property.

New Brunswick Education Act - Duties of pupils

14(1) It is the duty of a pupil to

- (a) participate in learning opportunities to their potential,
- (b) accept increasing responsibility for their learning as the pupil progresses through their schooling,
- (c) attend to assigned homework,
- (d) attend school regularly and punctually,
- (e) contribute to a safe and positive learning environment,
- (f) be responsible for their conduct at school and while on the way to and from school,
- (g) respect the rights of others, and
- (h) comply with all school policies.

14(2) It is the right of a pupil to be informed of their educational progress on a regular basis.

2021, c.10, s.1

Behaviour / Consequence Guidelines

Behaviour	Description of the Behaviour	Expected Consequences
Abusive Language	Abusive language directed toward staff members and students will not be tolerated. Staff and students have the right to learn and work in an environment that is respectful and harassment free.	<p>1st Incident of inappropriate language directed at staff or students: 3-5 days out-of school suspension</p> <p>2nd Incident: 5 to 10 days of out-of-school suspension, subject to the approval of the Director of Schools.</p> <p>3rd Incident: Recommendation to the Director of Schools for a semester suspension.</p>
Inappropriate language	The use of profane language will not be tolerated in our school system. Staff members and students have the right to work and learn in an environment that is respectful.	<p>1st Incident of inappropriate language that disrupts learning environment: 1- 2 days out of school suspension.</p> <p>2nd Incident of inappropriate language that disrupts learning environment: 3-5 days out of school suspension.</p>
Cheating or Plagiarism	Leo Hayes High School places a high value on academic honesty because knowing what a student understands is vital for their learning. As a result, students are expected to do their own work.	<p>Meeting with administration, detentions assigned and the completion of the work to the standard required for the course/ outcome will be completed in In School or an alternate setting. Parents will be informed.</p> <p>Repeat occurrence: ESS referral to discuss appropriate course placement.</p>
Failure to comply with school code of conduct	Defiance of school policy are those students who willfully defy school policy and rules set out to keep our building safe and an effective place of learning.	<p>Students should expect an intervention of increasing severity:</p> <ul style="list-style-type: none"> ▪ Detention ▪ In-School Suspension ▪ Out-of-School Suspension

Behaviour	Description of the Behaviour	Expected Consequences
Discrimination	<p>Discrimination can be defined in everyday terms as a practice or standard that is not reasonably necessary, that has the effect, intended or not, of putting certain persons or groups at a disadvantage because of shared personal characteristics such as race, sex, or religion, and that is based on stereotypes about them or perpetuates the view that they are less capable or less worthy of recognition or value.</p> <p>The behaviour violates the basic tenants of the Human Rights Act and cannot and will not be tolerated in the culture environment of the school. This would include all school-sponsored events whether taken place in the school or outside of school grounds.</p>	<p>1st Incident: 3-5 days out-of-school suspension.</p> <p>2nd Incident: 5 days of out-of-school suspension Suspensions of more than 5 days cumulative need the approval of the Director of Schools.</p> <p>3rd Incident: Minimum of 5 days of out-of-school suspension at the recommendation of the Director of Schools for an out-of-school suspension for the remainder of the semester depending on the age of the student and the nature and knowledge of the intent.</p>
Endangering the health and safety of others.	<p>Disruption of school operations is any behavior which threatens the health and safety of any person, including school personnel. Examples of this could be, but not limited to, arson, bomb threat, tampering with fire alarms and safety equipment, unruly and disorderly behavior in school, Online behaviour that impacts school operations, etc.</p> <p>This also includes any other behavior that, in the opinion of the school, would reasonably be considered serious misconduct.</p>	<p>1st Incident: minimum of 3 and maximum of 5 days of out-of-school suspension.</p> <p>2nd Incident: minimum of 5 days to a maximum of 10 days of out-of-school suspension. Director of Schools approval needed for more than 5 days.</p> <p>3rd Incident: Recommendation to the Director of Schools for the suspension to extend for the semester.</p> <p>*Situations can occur in this category where the first incident may require more significant consequences up to and including exclusion from school for an entire school year.</p>

Behaviour	Description of the Behaviour	Expected Consequences
Electronic Devices	<p>Smartphones and other electronic devices are to be used appropriately. Use of devices in class, without approval from the teacher, is considered inappropriate and disrespectful. Students are asked to put all electronic devices away during class time unless their use is specifically authorized by the teacher. Students should be aware that teachers may have a policy that works for the needs of their classroom, and students are responsible for knowing the expectations of each classroom. Repeated violations may result in disciplinary action.</p> <p>Students must be aware that these items are prime targets for theft. The only way to ensure their security is to not bring them into school.</p> <p>Leo Hayes High School is not responsible for lost, stolen, or damaged electronic devices.</p>	<p>Students should expect an intervention from the classroom teacher and contact home. Repeated incidents may include a referral to the office.</p> <ul style="list-style-type: none"> ▪ Detention as a tier one intervention by teacher ▪ In-school suspension ▪ Out of school suspension
Fighting	<p>Fighting is the decision of two, or more students to engage in a mutually agreed upon fight.</p>	<p>1st Incident: 5 days of out-of-school suspension.</p> <p>2nd Incident: 10 days of out-of-school suspension.</p> <p>3rd Incident: Recommendation to the Director of Schools for the suspension to extend for the semester.</p> <p>Police may apply Bi-Law no. 5.9 which carries a monetary fine.</p>

Behaviour	Description of the Behaviour	Expected Consequences
Harassment	<p>Harassment is a form of discrimination. It includes any unwanted physical or verbal behaviour that offends or humiliates you. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment. Students and staff have an absolute right to be and feel emotionally and physically safe at school, on buses or at school functions. No one will bully, taunt, intimidate, or subject others to harassment in any form. Examples could be, but are not limited to, threatening others, spreading, or creating false stories or rumors. All staff will be expected to intervene whenever incidents of harassment are witnessed or reported. The names of all parties involved will be brought to the attention of the guidance counsellor.</p> <ol style="list-style-type: none"> The incident will be investigated by the Administration. Both parties will receive counselling. An ESS Team member will inform parents/guardians of both parties of the concerns. The offending student will be informed of the next consequences. 	<p>1st Incident: 3-5 days out of school suspension.</p> <p>2nd Incident: 5 days out-of-school suspension with a potential for an extension as approved by the Director of Schools.</p> <p>3rd Incident: 5 days of out-of-school suspension with a recommendation of a full semester suspension.</p> <p>Where it is warranted, the police will be notified.</p>
Inappropriate Online Activity	<p>Inappropriate online activity can be any action that is determined to be offensive, unwelcome, demeaning or belittling of another. These actions often take place in social media sites such as Facebook, Snapchat, Twitter, Instagram, and others. Misuse of Teams chat is also considered inappropriate online activity. These inappropriate activities can happen during school time or not, but still have an impact on the school climate, culture and the safety and well-being of staff and students.</p>	<p>1st Incident: 5 days of out-of-school suspension.</p> <p>2nd Incident: 5 days of out-of-school suspension plus a recommendation to the Director of Schools that the student be suspended for a minimum of an additional 10 days out of school suspension.</p> <p>3rd Incident: a half-year or a semester suspension with the approval of the Director of Schools.</p> <p>*Guidance referrals and outside intervention planning through other agencies may be part of the process.</p> <p>Where it is warranted, the police will be notified.</p>

Behaviour	Description of the Behaviour	Expected Consequences
Physical Violence	Physical violence is the use of force, or inciting others to use force, to cause physical injury to another.	<p>Subject to the approval of the Director of Schools, if the physical violence is severe, the consequence may be an out-of-school suspension for a minimum of a half-year or a semester. The following factors will be considered in determining the severity of the violent act:</p> <ul style="list-style-type: none"> ▪ nature of the assault ▪ use of weapons ▪ intent to injure ▪ nature and severity of any injury <p>In all other cases, the following consequences will apply: 1st Incident: minimum of 3 to 5 days of in-school suspension or out-of-school suspension. 2nd Incident: minimum of 5 to 10 days of out-of-school suspension. 3rd Incident: Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester. Where it is warranted, the police will be notified.</p>
Threat Making	Students who verbally threaten the personal safety of others either in person or online should expect a consequence in keeping with the offense.	<p>1st offence: 3-5 day Out of school Suspension 2nd offence: 5 day Out of school Suspension 3rd offence: 10 day Out of School Suspension</p> <p>Where it is warranted, the police will be notified.</p>

Behaviour	Description of the Behaviour	Expected Consequences
Refusal to Identify	Students are expected to cooperate politely with the reasonable request of any staff member. The term "staff member" includes but is not limited to teachers, administrative assistants, custodial and cafeteria staff, coaches, educational assistants, paraprofessional staff, and administrators. Refusal to comply with the reasonable request of a staff member is considered a serious infraction that will result in disciplinary action. In school, at school events, or in public places during school events, a LHHS staff member or another adult chaperone may ask a student to identify themselves. We expect every student to respond with correct identification in a courteous and respectful way. Refusal to identify is unacceptable and will result in immediate suspension from school.	<p>1st Incident: 3 days out-of-school suspension.</p> <p>2nd Incident: 5 days of out-of-school suspension.</p> <p>3rd Incident: 5 days out of school suspension with a recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.</p>
Loitering	Loitering is unnecessary time spent in washrooms and locker rooms.	<p>1st offense – warning and call home</p> <p>2nd offence – 1 day of In School</p> <p>3rd offence – 1-3 days out of school suspension</p>
Theft	Theft is the taking of any item that does not belong to you.	<p>A student caught stealing will be suspended for 5 days of out-of-school suspension.</p> <p>Where it is warranted, the police will be notified.</p>
Unjustified Absenteeism	Unjustified Absenteeism is the action of staying away from school without good reason. It is unexcused absenteeism.	<p>Students can expect to meet with the administration team to build a plan for successful attendance.</p> <p>Excess unjustified absenteeism can result in reduction of class schedule or removal for the semester. ESS Teams to determine this on individual basis.</p> <p>Chronic non-attenders who suffer academically and for whom attendance interventions and communication to home have not met with success, will be removed from PowerSchool and parents informed to re-register when the student is ready to return.</p>

Behaviour	Description of the Behaviour	Expected Consequences
Vandalism	Vandalism is any act that causes damage to school property. Vandalism is a crime and will always be reported to law enforcement.	<p>1st Incident: 5 days of out-of-school suspension.</p> <p>2nd Incident: 5 days out of school suspension with a recommendation to the Director of schools that the student be suspended for a minimum of 5 additional days (10 days total).</p> <p>Restitution for damages is required. The police will be notified.</p>

Substance Use and Abuse (Alcohol, Drugs, Tobacco, etc.)

Behaviour	Description of the Behaviour	Expected Consequences
Possession	Possession is the use of and/or the holding for others of, illegal or dangerous substances or objects. Examples could be, but are not limited to, use of illegal drugs, alcohol, cannabis and cannabis products, possession of drug paraphernalia and possession of explosive materials or weapons.	<p>1st Incident: 5 days of out-of-school suspension.</p> <p>2nd Incident: Recommendation to the Director of Schools that the student be suspended for a minimum of a half-year or a semester.</p> <p>In all cases, the police will be notified.</p>
Tobacco / Vaping	All schools and school campuses, along with all provincial buildings are designated smoke free. Students are not permitted to smoke anywhere on school property, inside or outside the building. Students MUST leave the school property before smoking or vaping.	<p>Outside on School Property</p> <p>1st Incident: 2 days of in-school suspension.</p> <p>2nd Incident: 2 days of out-of-school suspension.</p> <p>3rd Incident: Fredericton City Police issue ticket.</p> <p>Inside Building</p> <p>1st incident Tobacco/vape use inside the building results in 2 days of out-of-school suspension. Upon return student will be invited to take part in a cessation program.</p> <p>2nd incident Tobacco/vape use inside the building results in 3 day out of school suspension</p>

Substance Use and Abuse (Alcohol, Drugs, Tobacco, etc.)

Behaviour	Description of the Behaviour	Expected Consequences
Trafficking and Possession for the Purpose of Trafficking	Trafficking and possession for the purpose of trafficking refers to any student in possession of illegal substances for the purpose of selling it.	Five days of out of school suspension at a minimum and a recommendation for an extension as per below. Recommendation to the Director of Schools that the student be suspended for one calendar year. In all cases, the police will be notified.
Under the Influence	Under the Influence means any student who consumes alcohol, drugs or any other substance and comes to school.	1st Incident: 5 days of out-of-school suspension. 2nd Incident: 5 days of out-of-school suspension plus a recommendation to the Director of Schools that the student be suspended for a minimum of an additional 10 days out of school suspension. 3rd Incident: a half-year or a semester suspension with the approval of the Director of Schools. Where it is warranted, the police will be notified.

Policies/Guidelines

Attendance - Student and Parent Responsibilities

The staff of Leo Hayes believes that good attendance is fundamental to academic success. Students who are frequently absent from school are at a disadvantage. Learning experiences which take place in the classroom are a meaningful and essential part of a student's education. Time lost from class cannot be recovered, especially in the interaction and exchange of ideas amongst students, and between student and teacher. Even when students miss time and do their best to catch up, there is no substitute for the original classroom lesson. In essence, attendance records reflect habits of responsibility and state of health.

- Students who arrive or leave during the school day are expected to sign in and or out at the main office.
- Students must provide appropriate excuses for each absence to each of their teachers within 2 days of the absence. A parent/guardian may call the main office at 457-6898 and leave a message at any time, 24 hours a day. Excessive absenteeism will be dealt with as disciplinary matters.
- Students are responsible for attending all classes, obtaining any missed work and supplying an excuse to the homeroom teacher within two days of their return.
- Parents are responsible for their youth's attendance and for encouraging students to come to school and providing excuses for all absences within two days of the student's return. The excuse must include: the current date, the date of absences, a valid reason for the absence from school and the parent/guardian signature. A phone call or email with all of the same information included will also be accepted.
- All students must sign out with a written excuse from their parent/guardian or they may be signed out at the office by the parent/guardian.
- All students must sign in at office with a note from their parent/guardian if arriving after first period or they may be signed in by their parent/guardian at the main office.
- Subject teachers are responsible for inputting attendance records on the computer each class.
- Teachers will contact home regarding unexcused absences.
- Academic consequences of an unexcused absence will be: teachers will determine and explain their process for assessments/work missed during an unexcused absence. Students must produce verification from the home of the excused absence as required by their subject teacher.
- The auto dialer system for tracking and reporting daily attendance to parent(s)/guardian(s) will be in use for the school year.

When a student is absent from any class without a valid excuse and has not provided proper notification within 2 days to their teachers, they are considered truant. Ensuring the security of that student becomes extremely difficult if his/her whereabouts are unknown. The school has a legal responsibility to ensure that students who left home to go to school are indeed in school. The ultimate goal is to keep students in school.

Homework/ Missed Work

If a student is absent, the student is responsible for any missed work. Parents requesting to pick up homework may do so at the office but should note that it may require a minimum of 24 hours' notice.

Teachers are not required to provide homework for students who go on family vacations at times other than those designated vacation times during the school calendar year.

Assemblies

Assemblies, when scheduled, are a part of the instructional day and are included as part of the School Improvement Plan. Students are expected to attend scheduled assemblies, follow all school rules, and be on their best behaviour. **Parents are asked not to sign out their student(s) when an assembly is planned.**

Computer Use Policy

At the beginning of each school year, all students and a parent/guardian must read and sign a Computer Use Policy Form. This policy outlines appropriate computer use for any school computer, as well as the provided school network.

Cafeteria Services

Chartwells offer cafeteria services daily. Students have the option of using cash or debit to make purchases. Students are asked to return trays and dishes to the proper area, keep their table clean and place garbage in its proper locations. Shaking and moving vending machines is not permitted. Please speak to cafeteria personnel if you do not receive the product.

Evacuation/Fire Drill Procedures

During a fire drill or real emergency students should move quickly and promptly out of the building according to the emergency plan and as directed by their teacher. Each classroom has emergency and fire drill plans and directions are posted. Classes should move well away from the building and stay as a class unit so the teacher can account for each student. Teachers will each have visible signs to indicate their location outside the school. Fire alarms are to be regarded as actual situations until notified by school authorities or by the fire department/police. It is very important that students co-operate and follow instructions. There is no smoking/vaping during fire drills or evacuation procedures.

Scent Reduced Policy/Peanut Reduced Building

Scented products contain chemicals that can cause serious problems for people with asthma, allergies and environmental illness. Please be sensitive to others' health problems and wear unscented personal products. Spraying cologne/perfume or other scented products is strictly prohibited. Due to student and/or staff sensitivities, please note that **Leo Hayes High School School promotes a peanut and nut-reduced environment.**

School Closures

The Superintendent of Schools makes the decision to open or close schools after district transportation personnel provide current information about weather and road conditions. The ASD-W transportation department has access to current weather and road conditions throughout the district through the Department of Transportation and a contracted weather information service provider. Inclement weather predictions are monitored closely throughout the evening and again from 5:00 a.m. onward.

Announcements can be heard on local radio stations or through a recorded message that can be heard by dialing the ASD-W public information line at 1-888-388-4455 (toll free) or 453-5454 any time after 6:00 a.m., and by checking the district website and twitter feed online at www.asdw.nbed.nb.ca.

No extracurricular activity will occur if there has been a school closure due to weather unless approved by the administration.

Bus Transportation

In accordance with ASD-W policy, the time spent on a school bus is an extension of the class day for the student. Therefore, all the rules that apply to the school apply to the bus as well. In the interest of the safety of all concerned, it is essential that all students traveling on school buses behave responsibly and follow the rules and regulations. Failure to do so may result in the loss of bus privileges. Administrators may deny transportation to students not attending classes. Students should:

Office Hours

Leo Hayes High School's Main Office is open from 8:00 am to 4:00pm, Monday to Friday. The main office phone line is 457-6898 and you are invited to leave a message on the school's message service seven days a week.

Office Communication System

School Messenger is used by LHHS to send messages to parents. This system allows the school to provide information to parents, students and staff about upcoming school events or emergencies. School Messenger sends home daily absence reports should a student be absent at any point during the instructional day.

Arrivals and Departures

Students arriving or departing between 8:40 am and 3:25pm must be picked up and dropped off at the Administration doors of the school so they can be signed in or out. **Parents: Please note that students are asked to wait in their scheduled class to be paged by the office when you arrive to sign them out. Please observe the fire lanes and handicap spaces when parking to pick up your student throughout the day.**

Parents/guardians/family members that are not listed as contacts for students will not be permitted to sign out a student at any time.

Visitors

All visitors are asked to report to the main office once they are admitted through the security system. Unauthorized persons are not permitted to be in the building or on the premises. It is expected that all visitors use respectful language and have positive interactions with school personnel while visiting. Visitor parking is available near the main office doors.

Video Surveillance

A video surveillance system is installed in the school at various public locations to help ensure a safe school environment.

Lockers

Lockers remain school property and the school reserves the right to inspect lockers to ensure a safe and secure learning environment. **Students must, use school issued locks, and must use only the locker assigned by the homeroom teacher.** Students are responsible for keeping the inside and outside of their lockers clean and are responsible for their contents. To avoid loss of textbooks and personal belongings, **students should not share locker combinations with other students.** It is recommended that items of value and / or large sums of money not be left in lockers. Students defacing lockers will be responsible for the cost of repairing/ replacing the locker and subject to other disciplinary measures as warranted. **There is a replacement cost of \$12 for lost or broken locks.**

Student Parking

For vehicle parking, students are assigned the parking lot behind the gymnasium. The following guidelines for all students parking cars on Leo Hayes property will be enforced.

1. All vehicles parked on Leo Hayes property must be registered with the main office.
2. Students are not permitted to sit and/or loiter, in or around, their car during instructional time while parked at LHHS.
3. Park all cars in designated parking areas only. Parking on grass, fire lanes in unauthorized areas will result in the loss of parking privileges and/or fines.

Textbooks

Textbooks are issued by subject teachers at the beginning of each semester and remain property of the school. Unreturned textbooks must be replaced at the student's expense.

Leo Hayes High School Safe Spaces

Lunch Hour Lion's Dens

Leo Hayes High School values and promotes a safe and positive learning environment across all settings on campus and at all times of day. Students are able to identify classrooms that teachers identify as safe and welcoming spaces to eat lunch and/or socialize with peers by looking for classrooms titled "Lion's Den" with the school logo, a lion's head, in the window of the classrooms.

Gender-Neutral Washrooms

Two gender-neutral washrooms are available to all students who, for any reason, prefer not to use the larger public gendered washrooms or change rooms in the school. One is located in A-Wing West, across from the Guidance Department a second is located in the downstairs of D-Wing.

Student Representative Council Fee

*Some courses at LHHS have specific course fees. If you student is enrolled in such a course, the classroom teacher will share this information as part of their course outlines at the beginning of the semester.

Student Council Fee (SRC Fee)	\$45
Student Council Fee (Family rate)	\$70

Each student is required to pay a yearly SRC fee that allows the student council and faculty supervisors to coordinate and promote student activities at LHHS.

This yearly fee covers costs such as, but is not limited to:

- Student Identification Card
- Access to a lock and locker
- School social activities for which students are not charged directly
- Themed events and awareness weeks
- Administrative services to support SRC
- Guest speakers (virtual or in person)
- Conferences
- Student Assembly prizes and awards programs
- SRC projects that are part of the current school year and long-term projects that may extend into future years
- Support of extracurricular activities, clubs and groups.

Consider Supporting our Feed the Lions Program

Food security is an issue that impacts many students at Leo Hayes High School.

Feed the Lions was created in 2013 to address student hunger by starting a breakfast and lunch program for anyone who may need it.

A backpack/grocery delivery program is also now operational at LHHS, where students are able to take non-perishable food items home.

Feed the Lions always welcomes donations and student volunteers. If you are interested in joining our group, please reach out to Mrs. McBride or Mrs. Lancaster.



When paying your child's student fee, please consider choosing the additional \$5.00 donation to Feed the Lions and add that to your cart in SchoolCash Online.

This money goes directly to the Feed the Lions program supporting our school breakfast, lunch and backpack program.

Would you like to donate more than \$5.00? Please select the ** option and fill in the amount of your donation.

Thank you for Feeding the Lions!

All fees are now payable on SchoolCash online. You may register for Cashless Schools at: <https://anglophonewest.schoolcashionline.com/>

Graduation

Graduation signifies a great achievement. It is an opportunity to celebrate accomplishments and reflect on personal growth. As you receive your diploma on graduation day, know that you have arrived at this moment with the support of your family, friends, and the entire Leo Hayes High School community!

Your relationships and experiences in high school have shaped who you are and what you believe. Celebrate your accomplishments and be humble of the lessons you have learned. Your graduation will be an exciting time of year.

Information regarding graduation events will be released throughout the year. We encourage students to check with their homeroom teachers and our social media platforms for updates as they become available. Some items are time sensitive and it is essential for students to know what is coming up.

The graduation fees will be released later in the year. It is critical for fees to be paid as soon as possible. We encourage all families to use online payment to pay this fee. You may register for Cashless Schools at <https://anglophonewest.schoolcashonline.com/>

Extra and Co-Curricular Activities

Below, you will find a list of some of the extra and co-curricular activities that are offered at LHHS. All activities are advertised within the building and our social media platforms/announcements.

- Art Club
- Astronomy Club
- Best Buddies
- Champions for Change
- Coffee House
- Cybertitan
- Debate Club
- Envirothon Club
- Feed the Lions
- Gardening Club
- Gender and Sexuality Alliance (GSA)
- SRC/JSRC
- Global Minds
- Model U.N.
- Music Ensembles
- Musical Production
- Peer Mentors
- Photography Club
- Ping Pong
- Prom Committee
- Renaissance
- Safe Grad
- Science Club
- Tech Club
- Unified Sport
- Yearbook
- Youth for Christ

Sports

- Badminton Mixed
- Baseball
- Basketball Boys and Girls
- Cross Country and Track Mixed
- Football
- Golf Mixed
- Hockey Boys and Girls
- Rugby Boys and Girls
- Swimming Mixed
- Soccer Boys and Girls
- Softball
- Volleyball Boys and Girls

Athletic Policy

Drugs/Alcohol

- A minimum of one month suspension away from all team activities (including practices, watching games, etc.) for incidents connected to school. Repeat or severe offences may result in permanent removal from the school team.

Tobacco

- Chewing tobacco, smoking cigarettes (vaping) is strictly prohibited during all team events on or around school property.

Academics

- Students must **maintain an average of 60%** and **not be failing more than one course** while participating on a school team or the following steps will occur:
 - Meeting with student / Athletic Director / Vice Principal where the student will be given **two weeks** to complete all assignments (outstanding as well), improve their effort in classes, attend class regularly and improve their marks where possible.
 - If at the end of the two weeks, the aforementioned has not been completed, the student will be suspended for **two weeks** from all team activities.
 - If at the end of the two-week suspension the student has failed to meet the aforementioned criteria, the student will be removed from the team for the remainder of the season.

Attendance on Game Days

- Students are required to attend school **for the full day** on game days unless a predetermined excuse (medical appointment, etc.) has been shared with the coach and/or Athletic Director **the day before the game**.

Failure to fulfill a Team Commitment

- If a student voluntarily quits a team, he/she is not eligible to join another team whose season overlaps.
- Other serious misconduct may result in immediate removal from any sports team.

Parents and Guardians:

- The LHHS administration and Athletic Director would like to remind everyone about the *NBIAA's Fair Play Code for Spectators*.
- We appreciate all parents and guardians supporting athletics at their respective schools. Please be respectful of coaches, players, officials and your fellow spectators in regards to your conduct.
- People who conduct themselves inappropriately at school events may be subject to school-based sanctions.



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

September 2023

Dear Families/Caregivers:

Anglophone West School District is committed to creating and maintaining an environment in schools where students, staff, and visitors feel safe. To enhance safety and security, district protocol requires Violence Threat Risk Assessment (VTRA) training of School Administrators, Education Support Services, and district staff. Further to this, partners from Policing, Public Safety, Social Development and Mental Health are also trained in this multi-disciplinary approach.

The protocol requires trained school staff and community partners, as a team, to complete an Assessment of Risk to Others (ARTO) in all cases where students make threats to harm others. The purpose of the ARTO process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a **"hold and secure"** allows those who are in the building to continue with their normal routines but calls for increased monitoring of entrances and for no one to enter or leave the building. A **"lock down"** requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for families/caregivers to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that families/caregivers, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all students and staff.

Sincerely,

David McTimoney
Superintendent

August 2023

S/D	M/L	T/M	W/M	T/J	F/V	S/S
		1	2	3	4	5
6	7 New Brunswick Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Full Administration	29 NBTA Council	30 NBTA Council	31 EECD Professional Learning		

September 2023

S/D	M/L	T/M	W/M	T/J	F/V	S/S
					1 Full Administration	2
3	4 Labour Day	5 First Day of Classes	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Positive Learning Environment Day	23
24	25	26	27	28	29	30

October 2023

S/D	M/L	T/M	W/M	T/J	F/V	S/S
1	2 National Day for Truth and Reconciliation	3	4	5	6	7
8	9 Thanksgiving	10	11	12	13 School Improvement Planning	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

S/D	M/L	T/M	W/M	T/J	F/V	S/S
			1	2	3 Professional Learning	4
5	6	7	8	9	10	11 Remembrance Day
12	13 Remembrance Day Holiday	14	15	16	17	18
19	20 Report Cards Issued	21	22	23	24 School Based PL	25
26	27	28	29	30		

December 2023

S/D	M/L	T/M	W/M	T/J	F/V	S/S
					1	2
3	4	5	6	7	8 School Based PL	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Last Day of Classes	23
24	25 Christmas	26 Boxing Day	27	28	29	30
31						

January 2024

S/D	M/L	T/M	W/M	T/J	F/V	S/S
	1 New Year's Day	2	3	4	5	6
7	8 First Day for Students	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Turnaround Day	30 Turnaround Day	31 Semester 2 Begins			

February 2024

S/D	M/L	T/M	W/M	T/J	F/V	S/S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Family Day	20	21	22	23	24
25	26	27	28	29		

March 2024

S/D	M/L	T/M	W/M	T/J	F/V	S/S
					1	2
3	4 March Break	5	6	7	8	9
10	11	12	13	14	15	16
17 St. Patrick's Day	18	19	20	21	22	23
24	25 Professional Learning	26	27	28	29 Good Friday	30
31						

April 2024

S/D	M/L	T/M	W/M	T/J	F/V	S/S
	1 Easter	2	3	4	5	6
7	8	9	10	11 Report Cards	12	13
14	15 EECD	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

S/D	M/L	T/M	W/M	T/J	F/V	S/S
			1	2	3 NBTA Council	4
5	6	7	8	9	10	11
12	13 ASD-W NBTA Branch Meeting	14	15	16	17	18
19	20 Victoria Day	21	22	23	24	25
26	27	28	29	30	31	

June 2024

S/D	M/L	T/M	W/M	T/J	F/V	S/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		Last Day for Students Final Report Card Day	Full Administration			



Dreams are the Seedlings of Reality

Semer la réalité par le rêve

Kuhutuwok mekwitahutomin jiw minkasik eh tuhkiyan Somnia

Sunt Curculi Veritatas